

STANDARD FORM 64  
January, 1972  
DESCRIBED BY U.S. CIVIL SERVICE COMMISSION  
Federal Personnel Manual Ch. 293  
66-104

SECRET

Official Personnel Folder

SECRET

73 N. 1st St. TINKER (G) 70415th

Reviewed  
9-5-99 1996

QUALIFICATIONS

for

CODED

KENNEDY, THOMAS J.  
1305-26-2591

NO. 016/29/30

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION



DATE 4-17-78  
REPLY TO  
ATTN OF NCPUR-CA

National Personnel Records Center  
(Civilian Personnel Records)  
111 Winnebago Street  
St. Louis, Missouri 63118

SUBJECT STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

Division of Adjudication  
Bureau of Personnel Investigations  
U.S. Civil Service Commission  
Washington, D.C. 20415  
attn: J. K. Shipp

(Last, first, middle) <u>Shipp, John</u>	DATE OF BIRTH <u>6-29-31</u>	SOCIAL SECURITY NUMBER <u>395-16-2481</u>
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The enclosed request is forwarded for your reply since the payroll records for the period(s) involved have not been received. Please furnish the requester information as to the number of hours worked and rate of pay for the period(s) involved.

☒ Official personnel folders are not established for Christmas assistants. Payroll records show the number of hours worked but not the actual appointment and separation dates. The payroll records show the following information for the above named employee:

PERIOD	HOURS WORKED	RATE OF PAY	POST OFFICE
11-51 to 12-51	NO SERVICE		
12-1-52 to 12-15-52	62	\$1.55 PM	Indianapolis, Ind.
12-16-52 to 12-31-52	NO SERVICE		

☐ The above verifies only a portion of the service shown in your request. The payroll records for the other employment periods are held by the Payroll Section, Postal Data Center, Post Office Department.

*E. L. Price*  
for E. L. PRICE  
Chief, Civ. Rec. Br.

RECEIVED INA

APR 24 1978

63A FORM 6094  
MAY 68



APR 6 1978

Standard Form 127  
July 1967 edition  
GSA FPMR (41 CFR) 101-11.6REQUEST FOR OFFICIAL PERSONNEL FOLDER  
(SEPARATED EMPLOYED)DATE OF REQUEST  
23 February 1978

## Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle)

KEEGAN, THOMAS

3. NAME, UNDER WHICH FORMERLY EMPLOYED (Last, first, middle)

4. DATE OF BIRTH  
05 29 305. SOCIAL SECURITY NUMBER  
395 26 2991NATIONAL PERSONNEL RECORDS CENTER, GSA  
(Civilian Personnel Records)  
111 WINNEBAGO STREET  
ST. LOUIS, MISSOURI 63118SUBMIT IN DUPLICATE FOR  
EACH FOLDER REQUESTED  
Original will be used as card  
folder or reply to your agency.  
Duplicate will be used as  
charge-out record by the  
Records Center.

## 6. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Milwaukee, Wis	11/52	12/52
United States Post Office	Milwaukee, Wis	11/51	12/51

7. REASON FOR REQUEST (Check appropriate box)

- ☐ a. Currently employed. ☒ b. Temporary use. ☐ c. Pre-employment consideration. Will retain folder if hired.

8. REMARKS

If no records may be found, please do a payroll search. Thank you.

## Section II—FOR USE BY RECORDS CENTER

- ☐ a. Folder enclosed.  
☐ b. Folder was sent to your agency on ☐ c. Folder believed in custody of following agency. Original of your request sent to that agency for action.  
☐ c. Folder forwarded in place of information requested. Retain if person is rehired.  
☐ d. Folder not received. Suggest you contact last employing office.  
☐ e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name, and furnish date forwarded and several names of other folders in same shipment.

A pay transcript is furnished  
on the attached DSO Form 1894

Date: 4-17-78 Initials: BJD

## Section III—TO BE COMPLETED BY REQUESTING AGENCY

Division of Administration  
Bureau of Personnel Investigations  
U. S. Civil Service Commission  
Washington, D. C. 20415  
100-8-1144Enter complete  
address to which  
folder or reply  
is to be mailed.  
Include ZIP Code.

☐ UNCLASSIFIED

☐ INTERNAL  
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

request for Personnel Records from the Federal Records Center or former employer.

FROM:  
OP/CD/TRB  
Files Section  
5 E 13 HQS

EXTENSION

6141

NO

DATE

23 February 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. CCS/CSB  
6H 44 HQS  
Attn: Mr. McKinnon

2/28/78

JH

It is requested that your office obtain the Official Records indicated on the attached Form IN - 502 and forward them to the OP FILES SECTION. For further information or if the request cannot be honored, please contact G/TRB on extension 7165.

BU3J2CT:

Mr. Thomas Keenan

5. OS/CSD/EAB  
4 E 33 HQS  
Attn: Mr. Daly

DO:

10. OS/CSD/EAB  
4 E 33 HQS  
Attn: Mr. Daly

POWER: (circle one)

YES

NO

IN PROCESS

OS/CSB - Request the Official Personnel Folder from:

FEDERAL RECORDS CENTER

X

LAST EMPLOYING AGENCY

15. OP/CD/TRB  
Files Section  
5 E 13 HQS

FORM 1-67

610

USE PREVIOUS EDITIONS

☐ SECRET

☐ CONFIDENTIAL

☐ INTERNAL  
USE ONLY

☐ UNCLASSIFIED



Standard Form 117  
July 1965 Edition  
GSA GEN. REG. NO. 27  
FPMR (41 CFR) 101-11.6

## REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)

1. DATE OF REQUEST  
**23 February 1976**

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle)  
**KIRBY, THOMAS**

3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (If different from 2.)

NATIONAL PERSONNEL RECORDS CENTER GSA  
(Civilian Personnel Records)  
111 WINNEBAGO STREET  
ST. LOUIS, MISSOURI 63110

4. DATE OF BIRTH  
**06 29 30**

5. SOCIAL SECURITY NUMBER  
**385 26 2952**

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED. Original will be used to send folder or reply to your agency. Duplicate will be used as charge-out record by the Records Center.

3. PREVIOUS FEDERAL EMPLOYMENT			
AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Elmhurst, Wis	11/52	12/52
United States Post Office	Elmhurst, Wis	11/52	12/52

6. REASON FOR REQUEST (Circle appropriate one below)

- ☐ a. Currently employed. ☒ b. Temporary use. ☐ c. Pre-employment consideration. Will retain folder if hired.

7. REMARKS

**If no records may be found, please do a payroll search. Thank you.**

Section II—FOR USE BY RECORDS CENTER

- ☐ a. Folder enclosed.
- ☐ b. Folder was sent to your agency on \_\_\_\_\_
- ☐ c. Folder forwarded in place of information requested. Retain if person is rehired.
- ☐ d. Folder not received. Suggest you contact last employing office.
- ☐ e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name and furnish date forwarded and several names of other folders in same shipment.
- ☐ f. Folder believed in custody of following agency. Original of your request sent to that agency for action.

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Section III—TO BE COMPLETED BY REQUESTING AGENCY

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

18 March 1977

Thomas Keenan (LA)

Dear Tom,

Please accept my appreciation for an assignment well done as a member of the FY 1977 GS-13 Evaluation Board.

Your full-time service with the Board represents a major contribution to the Directorate's program of personnel assessment and management. Your recommendations for promotion, career development, and other matters have been very helpful.

I believe you will find on return to your regular duties that this time spent with the Board has broadened and sharpened your own focus on the personnel aspects of Agency management. I think it will make you appreciate more than ever our need for carefully and candidly written appraisals of employees.

Sincerely,

*J. Stanley*

William W. Wells  
Deputy Director for Operations

CONFIDENTIAL (When Filled In)	
NOTICE OF CREDITABLE SERVICE (FOR LEAVE PURPOSES)	
NAME (Last, First, Middle)	<input type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED
Keenan, Thomas J.	SERIAL NO.
OFFICE (and Division)	026090
DDO/LA	
ORIGINAL	SERVICE COMPUTATION DATE (MO - DA - YR)
XX CORRECTION	January 19, 1954
THIS DATE	SIGNATURE (Office of Personnel)
October 25, 1977	1/11/1954 Kont M. Cargile
CONFIDENTIAL	
U.S. IMPORT CL. BY: 0078221	



1/8/77

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						8 February 1977			
026090		Keenan, Thomas J.									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT			
Reassignment and change of NOCA						MONTH 02 DAY 08 YEAR 77		Regular			
6. RACE		7. PAN		8. ANTI-RESCA		9. FAN		10. ANTI-RESCA		11. LEGAL AUTHORITY (Completed by Office of Personnel)	
A		B		C		D		E		F	
12. ORGANIZATIONAL DESIGNATIONS						13. LOCATION OF OFFICIAL STATION					
DDO/LA Division Operations Staff						Wash., D.C.					
14. POSITION TITLE						15. POSITION NUMBER		16. CAREER SERVICE DESIGNATION			
Operations Officer (15)						CN55		D/B D/B			
17. CLASSIFICATION SCHEDULE (GS, E, etc.)		18. OCCUPATIONAL SERIES		19. GRADE AND STEP		20. SALARY OR RATE					
GS		0136.01		15 4		\$ 37167.					
21. REMARKS											
From: DDO/LA/MCA #3 c's per DDO/LA 2-17-77											
<i>limited position already filled</i> } vice: Ron Winters											
22. SIGNATURE OF REQUESTING OFFICIAL						23. DATE SIGNED		24. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		25. DATE SIGNED	
John T. Murphy, C/LA/Pers						8 Feb 77		A. B. ...		2/15/77	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
26. ACTION CODE		27. EMPLOY CODE		28. OFFICE CODE		29. STATION CODE		30. OFFICIAL CODE		31. DATE OF BIRTH	
3710		31065		LA		75013				MO DA YR	
32. DATE OF BIRTH		33. DATE OF GRADE		34. DATE OF LEAVE		35. DATE OF ENTRY		36. DATE OF DEPARTURE		37. DATE OF REENTRY	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
38. DATE OF ENTRY		39. DATE OF DEPARTURE		40. DATE OF REENTRY		41. DATE OF LEAVE		42. DATE OF GRADE		43. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
44. DATE OF ENTRY		45. DATE OF DEPARTURE		46. DATE OF REENTRY		47. DATE OF LEAVE		48. DATE OF GRADE		49. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
50. DATE OF ENTRY		51. DATE OF DEPARTURE		52. DATE OF REENTRY		53. DATE OF LEAVE		54. DATE OF GRADE		55. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
56. DATE OF ENTRY		57. DATE OF DEPARTURE		58. DATE OF REENTRY		59. DATE OF LEAVE		60. DATE OF GRADE		61. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
62. DATE OF ENTRY		63. DATE OF DEPARTURE		64. DATE OF REENTRY		65. DATE OF LEAVE		66. DATE OF GRADE		67. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
68. DATE OF ENTRY		69. DATE OF DEPARTURE		70. DATE OF REENTRY		71. DATE OF LEAVE		72. DATE OF GRADE		73. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
74. DATE OF ENTRY		75. DATE OF DEPARTURE		76. DATE OF REENTRY		77. DATE OF LEAVE		78. DATE OF GRADE		79. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
80. DATE OF ENTRY		81. DATE OF DEPARTURE		82. DATE OF REENTRY		83. DATE OF LEAVE		84. DATE OF GRADE		85. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
86. DATE OF ENTRY		87. DATE OF DEPARTURE		88. DATE OF REENTRY		89. DATE OF LEAVE		90. DATE OF GRADE		91. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
92. DATE OF ENTRY		93. DATE OF DEPARTURE		94. DATE OF REENTRY		95. DATE OF LEAVE		96. DATE OF GRADE		97. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
98. DATE OF ENTRY		99. DATE OF DEPARTURE		100. DATE OF REENTRY		101. DATE OF LEAVE		102. DATE OF GRADE		103. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
104. DATE OF ENTRY		105. DATE OF DEPARTURE		106. DATE OF REENTRY		107. DATE OF LEAVE		108. DATE OF GRADE		109. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
110. DATE OF ENTRY		111. DATE OF DEPARTURE		112. DATE OF REENTRY		113. DATE OF LEAVE		114. DATE OF GRADE		115. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
116. DATE OF ENTRY		117. DATE OF DEPARTURE		118. DATE OF REENTRY		119. DATE OF LEAVE		120. DATE OF GRADE		121. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
122. DATE OF ENTRY		123. DATE OF DEPARTURE		124. DATE OF REENTRY		125. DATE OF LEAVE		126. DATE OF GRADE		127. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
128. DATE OF ENTRY		129. DATE OF DEPARTURE		130. DATE OF REENTRY		131. DATE OF LEAVE		132. DATE OF GRADE		133. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
134. DATE OF ENTRY		135. DATE OF DEPARTURE		136. DATE OF REENTRY		137. DATE OF LEAVE		138. DATE OF GRADE		139. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
140. DATE OF ENTRY		141. DATE OF DEPARTURE		142. DATE OF REENTRY		143. DATE OF LEAVE		144. DATE OF GRADE		145. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
146. DATE OF ENTRY		147. DATE OF DEPARTURE		148. DATE OF REENTRY		149. DATE OF LEAVE		150. DATE OF GRADE		151. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
152. DATE OF ENTRY		153. DATE OF DEPARTURE		154. DATE OF REENTRY		155. DATE OF LEAVE		156. DATE OF GRADE		157. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
158. DATE OF ENTRY		159. DATE OF DEPARTURE		160. DATE OF REENTRY		161. DATE OF LEAVE		162. DATE OF GRADE		163. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
164. DATE OF ENTRY		165. DATE OF DEPARTURE		166. DATE OF REENTRY		167. DATE OF LEAVE		168. DATE OF GRADE		169. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
170. DATE OF ENTRY		171. DATE OF DEPARTURE		172. DATE OF REENTRY		173. DATE OF LEAVE		174. DATE OF GRADE		175. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
176. DATE OF ENTRY		177. DATE OF DEPARTURE		178. DATE OF REENTRY		179. DATE OF LEAVE		180. DATE OF GRADE		181. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
182. DATE OF ENTRY		183. DATE OF DEPARTURE		184. DATE OF REENTRY		185. DATE OF LEAVE		186. DATE OF GRADE		187. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
188. DATE OF ENTRY		189. DATE OF DEPARTURE		190. DATE OF REENTRY		191. DATE OF LEAVE		192. DATE OF GRADE		193. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
194. DATE OF ENTRY		195. DATE OF DEPARTURE		196. DATE OF REENTRY		197. DATE OF LEAVE		198. DATE OF GRADE		199. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
200. DATE OF ENTRY		201. DATE OF DEPARTURE		202. DATE OF REENTRY		203. DATE OF LEAVE		204. DATE OF GRADE		205. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
206. DATE OF ENTRY		207. DATE OF DEPARTURE		208. DATE OF REENTRY		209. DATE OF LEAVE		210. DATE OF GRADE		211. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
212. DATE OF ENTRY		213. DATE OF DEPARTURE		214. DATE OF REENTRY		215. DATE OF LEAVE		216. DATE OF GRADE		217. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
218. DATE OF ENTRY		219. DATE OF DEPARTURE		220. DATE OF REENTRY		221. DATE OF LEAVE		222. DATE OF GRADE		223. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
224. DATE OF ENTRY		225. DATE OF DEPARTURE		226. DATE OF REENTRY		227. DATE OF LEAVE		228. DATE OF GRADE		229. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
230. DATE OF ENTRY		231. DATE OF DEPARTURE		232. DATE OF REENTRY		233. DATE OF LEAVE		234. DATE OF GRADE		235. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
236. DATE OF ENTRY		237. DATE OF DEPARTURE		238. DATE OF REENTRY		239. DATE OF LEAVE		240. DATE OF GRADE		241. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
242. DATE OF ENTRY		243. DATE OF DEPARTURE		244. DATE OF REENTRY		245. DATE OF LEAVE		246. DATE OF GRADE		247. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
248. DATE OF ENTRY		249. DATE OF DEPARTURE		250. DATE OF REENTRY		251. DATE OF LEAVE		252. DATE OF GRADE		253. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
254. DATE OF ENTRY		255. DATE OF DEPARTURE		256. DATE OF REENTRY		257. DATE OF LEAVE		258. DATE OF GRADE		259. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
260. DATE OF ENTRY		261. DATE OF DEPARTURE		262. DATE OF REENTRY		263. DATE OF LEAVE		264. DATE OF GRADE		265. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
266. DATE OF ENTRY		267. DATE OF DEPARTURE		268. DATE OF REENTRY		269. DATE OF LEAVE		270. DATE OF GRADE		271. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
272. DATE OF ENTRY		273. DATE OF DEPARTURE		274. DATE OF REENTRY		275. DATE OF LEAVE		276. DATE OF GRADE		277. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
278. DATE OF ENTRY		279. DATE OF DEPARTURE		280. DATE OF REENTRY		281. DATE OF LEAVE		282. DATE OF GRADE		283. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
284. DATE OF ENTRY		285. DATE OF DEPARTURE		286. DATE OF REENTRY		287. DATE OF LEAVE		288. DATE OF GRADE		289. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
290. DATE OF ENTRY		291. DATE OF DEPARTURE		292. DATE OF REENTRY		293. DATE OF LEAVE		294. DATE OF GRADE		295. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
296. DATE OF ENTRY		297. DATE OF DEPARTURE		298. DATE OF REENTRY		299. DATE OF LEAVE		300. DATE OF GRADE		301. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
302. DATE OF ENTRY		303. DATE OF DEPARTURE		304. DATE OF REENTRY		305. DATE OF LEAVE		306. DATE OF GRADE		307. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
308. DATE OF ENTRY		309. DATE OF DEPARTURE		310. DATE OF REENTRY		311. DATE OF LEAVE		312. DATE OF GRADE		313. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
314. DATE OF ENTRY		315. DATE OF DEPARTURE		316. DATE OF REENTRY		317. DATE OF LEAVE		318. DATE OF GRADE		319. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
320. DATE OF ENTRY		321. DATE OF DEPARTURE		322. DATE OF REENTRY		323. DATE OF LEAVE		324. DATE OF GRADE		325. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
326. DATE OF ENTRY		327. DATE OF DEPARTURE		328. DATE OF REENTRY		329. DATE OF LEAVE		330. DATE OF GRADE		331. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
332. DATE OF ENTRY		333. DATE OF DEPARTURE		334. DATE OF REENTRY		335. DATE OF LEAVE		336. DATE OF GRADE		337. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR							

C-NO money  
AP 5/4/75

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.								22 June 1976	
3. NATURE OF PERSONNEL ACTION Reassignment and Delegation of NSCA						4. EFFECTIVE DATE REQUESTED 06 21 76		5. CATEGORY OF EMPLOYMENT Regular			
6. FUND		7. TO V		8. TO OF		9. SAN. AUTH. NSCA 135 4528 0001		10. LEGAL AUTHORITY (Completed by OPM if Permitted)			
11. ORGANIZATIONAL DESIGNATIONS DDO/LA Division Mexico/Central America Branch						12. LOCATION OF OFFICIAL BRANCH Wash., D.C.					
13. POSITION TITLE Officer, Ch (15)						14. POSITION NUMBER CP25		15. CAREER SERVICE DESIGNATION DQB			
16. CLASSIFICATION SYMBOL (GS, LB, etc.) GS				17. OCCUPATIONAL SERIES 0136.01		18. GRADE AND STEP 15 4		19. SALARY OR RATE \$ 34,441			
20. REMARKS  DDO Memo attached											
21. SIGNATURE OF REQUESTING OFFICIAL H. L. Berthold, C/LA/Pers						22. DATE SIGNED 22 Jun 76		23. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL A. Bandy RM/CS			
24. DATE SIGNED 6/28/76											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
25. ACTION CODE 37		26. EMPLOY CODE 10		27. OFFICE LOCATION 51300 LA		28. STATION CODE 75013		29. REQUIS CODE		30. ACQUIS CODE	
31. DATE OF BIRTH 06/21/36		32. DATE OF GRADE		33. DATE OF LE		34. DATE OF LE		35. DATE OF LE		36. DATE OF LE	
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115. RETIREMENT DATA		116. RETIREMENT DATA		117. RETIREMENT DATA		118. RETIREMENT DATA		119. RETIREMENT DATA		120. RETIREMENT DATA	
121. POSITION CONTROL CERTIFICATION 29 JUN 1976						122. APPROVAL		123. DATE APPROVED 29 Jun 76			

SECRET

12 IMPDET CL BY 00/12/76



100-76-1572

19 MAR 1976

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT : Appointment of Mr. Thomas J. Keenan as  
Chief, Mexico and Central America Branch

1. The appointment of Mr. Thomas J. Keenan as Chief of our Mexico and Central America Branch, a GS-15 position, effective in June 1976 is recommended. Mr. Keenan would replace Mr. Jack F. Mathews who is presently Chief, Mexico Branch.

2. Mr. Keenan has been an employee of the Agency since May 1957, and is currently attending the Army War College. His biographic profile and two most recent fitness reports are attached.

*R. S. Sampson*

Richard S. Sampson  
Chief  
Latin America Division

Attachments  
Biographic Profile  
Fitness Reports  
Photograph

The recommendation in paragraph 1 is (X)APPROVED

*Dwight H. Bell*  
Deputy Director for Operations

*27 March 1976*  
Date

E2 IMPDET  
CL BY 055762

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
<div>006</div> <div>026090</div> <div>Keenan, Thomas J.</div>										30 December 1974	
1. SERIAL NUMBER				2. NAME (Last-First-Middle)				3. DATE PREPARED			
026090				Keenan, Thomas J.				30 December 1974			
4. NATURE OF PERSONNEL ACTION				5. EFFECTIVE DATE REQUESTED				6. CATEGORY OF EMPLOYMENT			
Change of Functional Category				01/02/75				Regular			
7. FAN AND WSCA				8. LEGAL AUTHORITY (Compliment to: OPR of Personnel)				9. ORGANIZATIONAL DESIGNATION			
5135 0984 0001								DDO/LA Division Foreign Field Kingston, Jamaica Station			
10. LOCATION OF STATION				11. POSITION TITLE				12. POSITION NUMBER			
Kingston, Jamaica				Attache Political Officer Chief of Station				0660			
13. CAREER SERVICE DESIGNATION				14. GRADE AND STEP				15. SALARY OR RATE			
DOB				04 1 15 2				21,816. 30,812.			
16. CLASSIFICATION SCHEDULE (GS, ZS, etc.)				17. OCCUPATIONAL SERIES				18. REMARKS			
FSR GS				0136.05				Kingston, Jamaica			
19. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED				20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
H. Berthold, CCA/Pers				30 Dec 74				Eum 1/2/75			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODES		24. STATION CODE		25. INTEREST CODE		26. DATE OF BIRTH	
37		10		5175 LA		37043		5		06/29/50	
27. DATE OF BIRTH		28. DATE OF BIRTH		29. DATE OF BIRTH		30. DATE OF BIRTH		31. DATE OF BIRTH		32. DATE OF BIRTH	
06/29/50		06/29/50		06/29/50		06/29/50		06/29/50		06/29/50	
33. SECURITY		34. SECURITY		35. SECURITY		36. SECURITY		37. SECURITY		38. SECURITY	
EOD DATA		EOD DATA		EOD DATA		EOD DATA		EOD DATA		EOD DATA	
39. VET PREFERENCE		40. VET PREFERENCE		41. VET PREFERENCE		42. VET PREFERENCE		43. VET PREFERENCE		44. VET PREFERENCE	
1-1 P		1-1 P		1-1 P		1-1 P		1-1 P		1-1 P	
45. PREVIOUS EMPLOYMENT SERVICE		46. PREVIOUS EMPLOYMENT SERVICE		47. PREVIOUS EMPLOYMENT SERVICE		48. PREVIOUS EMPLOYMENT SERVICE		49. PREVIOUS EMPLOYMENT SERVICE		50. PREVIOUS EMPLOYMENT SERVICE	
1-1 P		1-1 P		1-1 P		1-1 P		1-1 P		1-1 P	
51. POSITION CONTROL CERTIFICATION		52. POSITION CONTROL CERTIFICATION		53. POSITION CONTROL CERTIFICATION		54. POSITION CONTROL CERTIFICATION		55. POSITION CONTROL CERTIFICATION		56. POSITION CONTROL CERTIFICATION	
31/1/75		31/1/75		31/1/75		31/1/75		31/1/75		31/1/75	

1152 USE PREVIOUS EDITION

SECRET

C. J. LINDSEY CL BY 007A22



SECRET

(When filled in)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 22 May 1974	
1. SYMBOL NO.		2. NAME (Last-First-Middle) 026090 Keenan, Thomas John									
3. NATURE OF PERSONNEL ACTION Promotion					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 25 26 74		5. CATEGORY OF EMPLOYMENT Regular				
6. ACTION ▶		V TO V O TO V		V TO O O TO O		7. FAM AND NSCA 4135-0984 0003		8. LOCAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATION DDO/WH Division Foreign Field Branch 7- Kingston, Jamaica Station					10. LOCATION OF OFFICIAL STATION Kingston, Jamaica						
11. POSITION TITLE attach Political Affairs Chief of Station (14)					12. POSITION NUMBER 0660		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SYMBOL (GS, LE, etc.) GS			15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP 15 2		17. SALARY OR RATE 206.77 29,205				
18. REMARKS From GS - 14/4 PRA in accordance with NR 20-172 (1) (d) NTE two years Kingston, Jamaica											
19. SIGNATURE OF REQUESTING OFFICIAL H. L. Berthold, C/WH/Pers					DATE SIGNED 22 May 74		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Paul B. Bretner		DATE SIGNED 22 MAY 1974		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRITY CODE	24. HONOR CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR		
22	10	51875 WH		37043	S	3	06 29 30	05 26 74	05 26 74		
28. NTE DEPT.		29. SPECIAL REFERENCE		30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA TYPE MO DA YR		33. SECURITY 219 80			
MO DA YR 05 25 76		JY				EOD DATA					
34. VET. PREFERENCE		35. SERV COMP DATA MO DA YR		36. LOSS COMP DATA MO DA YR	37. CAREER CATEGORY CODE		38. PHYSICAL HEALTH UPDATES CODE		39. SOCIAL SECURITY NO.		
CODE 10-8000 11-9 97 2-10 90					FEDERAL EMP CODE 1-775 2-80		FEDERAL EMP DATA NO TAX EXEMPTIONS FORM EXECUTED 1-775 2-80		STATE TAX DATA CODE 10-8000 11-9 97 2-10 90		
40. POSITION CONTROL CERTIFICATION 5-23-74					41. O.P. APPROVAL R. H. J. J. J.		42. DATE APPROVED 24 May 74				

FORM 1152

USE PREVIOUS EDITION

SECRET

CLASSIFICATION 01-0133

1A-2  
APC/6

(4)

SECRET  
EYES ONLY

13

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT: Recommendation for Promotion to Grade GS-13  
Thomas J. Keenan

1. WH Division recommends that Mr. Thomas J. Keenan be promoted to GS-13.

2. Mr. Keenan has been serving as COS, Kingston since October 1973. He was selected for this important position as a result of the high level of performance turned in by him in his previous field tour as Deputy Chief of Station, Lima. In Kingston he has inherited a Station in which, because of circumstances beyond control of Agency personnel, the incumbent faces enormous operational and circumstantial difficulties. The Ambassador was declared persona-non-grata last summer and concomitantly both the attitude of the local security services with which we conduct liaison and the attitude of Jamaican personalities of import has become increasingly hostile. Mr. Keenan thus faces a great challenge in rebuilding operational activities practically from scratch. In spite of the short time in which he has been in place he is off to a promising start and has already demonstrated the qualities of leadership and imagination which we expected of him. He has shown soundness in directing his two subordinate officers and in counseling them on how to achieve desired objectives in specific operational situations. He has likewise maintained excellent relations with the acting principal officer who in turn has shown himself to be a strong supporter of the Station's efforts.

3. It is noteworthy that Mr. Keenan has been able to maintain the Station's morale at an acceptable level in the face of the extremely difficult law and order situation in Kingston where personnel must live in constant daily fear for the well-being of their dependents.

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EYES ONLY

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EYES ONLY

6. This Division believes that the performance of Mr. Keenan in this initial period of his first experience as Chief of Station amply justifies the confidence and trust placed in him when he was chosen to occupy that position.

  
David A. Phillips  
Chief  
Western Hemisphere Division

2  
SECRET  
EYES ONLY

SECRET

(If Not Filled In)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

31 July 1973

1. SERIAL NUMBER 026090		2. NAME (Last, First - Middle) KEENAN, THOMAS JOHN ✓	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT		4. EFFECTIVE DATE REQUESTED MONTH: 09 DAY: 15 YEAR: 73	
5. CATEGORY OF EMPLOYMENT REGULAR		6. PAY AND HQCA 4135 0984 0001	
7. ORGANIZATIONAL DESIGNATION DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION		8. LOCATION OF OFFICE STATION KINGSTON, JAMAICA	
9. POSITION TITLE CHIEF OF STATION (14)		10. POSITION NUMBER 0121111 0660	
11. CLASSIFICATION SYMBOL (FCI, L, R, etc.) GS		12. OCCUPATIONAL SERIES 0136-05	
13. GRADE AND STEP 14 54		14. SALARY OR RATE 24600 26.671	
15. REMARKS FROM: DDO/WH/BR-37DCOS, PERU STATION HOME BASE: WH * Salary Blank 1 - Security 1 - Finance			
16A. SIGNATURE OF REQUESTING OFFICIAL H.L. BERTHOLD, C/WH/PERS		16B. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL [Signature] 10-20-73	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
17. ACTION CODE 37110	18. EMPLOY CODE 515	19. OFFICE CODE ALPHABETIC 57043	20. STATION CODE 157043
21. INTEREST CODE 3	22. DATE OF BIRTH 06-18-9130	23. DATE OF GRAD 1	24. DATE OF U.S. 1
25. DATE OF ENTRY 1	26. DATE OF ENTRY 1	27. DATE OF ENTRY 1	28. DATE OF ENTRY 1
29. DATE OF ENTRY 1	30. DATE OF ENTRY 1	31. DATE OF ENTRY 1	32. DATE OF ENTRY 1
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97. DATE OF ENTRY 1	98. DATE OF ENTRY 1	99. DATE OF ENTRY 1	100. DATE OF ENTRY 1
101. POSITION CONTROL CERTIFICATION [Signature] 10-31-73		102. DATE APPROVED [Signature] 27-10-73	

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CLASSIFIED BY: [ ]

[ ]



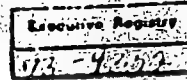
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1. NAME (Last, First, Middle) <b>Thomas J.</b>		2. DATE OF BIRTH <b>29 June 1930</b>		3. GRADE <b>GS-14</b>	
4. OFFICE, DIVISION, BRANCH (OF OVERSEAS STATION AND RELATING COVER AT Internal Assignment) <b>WH/ Lima</b>		5. PRESENT POSITION		6. EMPLOYEE EXTENSION <b>6815</b>	
7. PROPOSED STATION <b>WH/ Kingston, Jamaica</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS 0660 GS-14</b>			
9. TYPE OF COVER AT NEW STATION <b>State-Integree</b>		10. ESTIMATED DATE OF DEPARTURE <b>1 Sept 1973</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven</b>	
12. COMMENTS					
13. DATE OF REQUEST <b>26 July 1973</b>		14. NAME OF REQUESTING OFFICIAL <i>Paul Bantman</i> <b>J. Torres</b>		15. ROOM NUMBER AND BUILDING <b>3D5317</b>	
16. EXTENSION <b>6815</b>					
17. OFFICE OF MEDICAL SERVICES DISPOSITION					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
<p>20. COMMENTS</p> <p>21. DATE OF REVIEW</p> <p>22. DATE OF REVIEW</p> <p>23. DATE OF REVIEW</p> <p>24. DATE OF REVIEW</p> <p>25. DATE OF REVIEW</p> <p>26. DATE OF REVIEW</p> <p>27. DATE OF REVIEW</p> <p>28. DATE OF REVIEW</p> <p>29. DATE OF REVIEW</p> <p>30. DATE OF REVIEW</p> <p>31. DATE OF REVIEW</p> <p>32. DATE OF REVIEW</p> <p>33. DATE OF REVIEW</p> <p>34. DATE OF REVIEW</p> <p>35. DATE OF REVIEW</p> <p>36. DATE OF REVIEW</p> <p>37. DATE OF REVIEW</p> <p>38. DATE OF REVIEW</p> <p>39. DATE OF REVIEW</p> <p>40. DATE OF REVIEW</p> <p>41. DATE OF REVIEW</p> <p>42. DATE OF REVIEW</p> <p>43. DATE OF REVIEW</p> <p>44. DATE OF REVIEW</p> <p>45. DATE OF REVIEW</p> <p>46. DATE OF REVIEW</p> <p>47. DATE OF REVIEW</p> <p>48. DATE OF REVIEW</p> <p>49. DATE OF REVIEW</p> <p>50. DATE OF REVIEW</p> <p>51. DATE OF REVIEW</p> <p>52. DATE OF REVIEW</p> <p>53. DATE OF REVIEW</p> <p>54. DATE OF REVIEW</p> <p>55. DATE OF REVIEW</p> <p>56. DATE OF REVIEW</p> <p>57. DATE OF REVIEW</p> <p>58. DATE OF REVIEW</p> <p>59. DATE OF REVIEW</p> <p>60. DATE OF REVIEW</p> <p>61. DATE OF REVIEW</p> <p>62. DATE OF REVIEW</p> <p>63. DATE OF REVIEW</p> <p>64. DATE OF REVIEW</p> <p>65. DATE OF REVIEW</p> <p>66. DATE OF REVIEW</p> <p>67. DATE OF REVIEW</p> <p>68. DATE OF REVIEW</p> <p>69. DATE OF REVIEW</p> <p>70. DATE OF REVIEW</p> <p>71. DATE OF REVIEW</p> <p>72. DATE OF REVIEW</p> <p>73. DATE OF REVIEW</p> <p>74. DATE OF REVIEW</p> <p>75. DATE OF REVIEW</p> <p>76. DATE OF REVIEW</p> <p>77. DATE OF REVIEW</p> <p>78. DATE OF REVIEW</p> <p>79. DATE OF REVIEW</p> <p>80. DATE OF REVIEW</p> <p>81. DATE OF REVIEW</p> <p>82. DATE OF REVIEW</p> <p>83. DATE OF REVIEW</p> <p>84. DATE OF REVIEW</p> <p>85. DATE OF REVIEW</p> <p>86. DATE OF REVIEW</p> <p>87. DATE OF REVIEW</p> <p>88. DATE OF REVIEW</p> <p>89. DATE OF REVIEW</p> <p>90. DATE OF REVIEW</p> <p>91. DATE OF REVIEW</p> <p>92. DATE OF REVIEW</p> <p>93. DATE OF REVIEW</p> <p>94. DATE OF REVIEW</p> <p>95. DATE OF REVIEW</p> <p>96. DATE OF REVIEW</p> <p>97. DATE OF REVIEW</p> <p>98. DATE OF REVIEW</p> <p>99. DATE OF REVIEW</p> <p>100. DATE OF REVIEW</p>					
REQUEST FOR PCS OVERSEAS EVALUATION					

FORM 259a USE PREVIOUS EDITIONS

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73-4127

26 JUL 1973

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director for Operations  
SUBJECT : Appointment of Mr. Thomas J. Keenan  
as Chief of Station, Kingston, Jamaica

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Chief of Station, Kingston, Jamaica, a GS-14 position, effective on or about 1 September 1973, is recommended.

2. Mr. Keenan has been an employee of the Agency since May 1957, and is presently assigned as Deputy Chief of Station, Lima, Peru, a GS-15 position. He has also served overseas in Mexico City and Bogota. A biographic profile, including information regarding his Agency experience and training, and the two most recent fitness reports are attached. There is no foreign language requirement for assignment to Kingston.

*James E. Flannery*  
David A. Phillips  
Chief,  
Western Hemisphere Division

Attachments  
Biographic Profile (Parts 1 & 2)  
Fitness Reports  
Photograph

SECRET



SECRET

SUBJECT

: Appointment of Mr. Thomas J. Keenan  
as Chief of Station, Kingston, Jamaica

The recommendation in paragraph 1 is ☒ APPROVED ☐ DISAPPROVED

William E. Nelson  
Deputy Director for Operations

31 July 1973  
Date

The recommendation in paragraph 1 is ☐ APPROVED ☐ DISAPPROVED:

Kevin A. Walters  
Acting Director of Central Intelligence

3 Aug 1973  
Date

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LIMITED OFFICIAL USE

THE WHITE HOUSE

WASHINGTON

*Keenan, Thomas J.*

June 12, 1972

MEMORANDUM FOR JIM LUDLUM

SUBJECT: COURTESIES EXTENDED BY CIA PERSONNEL  
DURING MY RECENT TRIP TO LATIN AMERICA

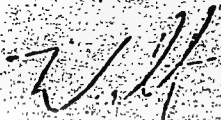
I want to thank you most sincerely for the courtesies extended by your Station Chiefs and other personnel during my recent visit to Latin America.

Without exception, your people were most gracious and helpful.

They were also forthright with respect to both their activities and their problems in dealing with the narcotics target.

It was quite apparent that you and Ted Shackley have succeeded in conveying to the field the message about what the Agency is supposed to be doing in the drug field.

If the appropriate occasion should arise, I would appreciate your conveying my appreciation to Messrs. Horton, Kiyonaga, Reife, Keenan, Thayer, Dickens and Millian.



Walter C. Minnick

LIMITED OFFICIAL USE



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				3. DATE PREPARED	
026090		KEENAN, THOMAS J.				XX 4 Nov 71	
4. NATURE OF PERSONNEL ACTION				5. EFFECTIVE DATE REQUESTED		6. CATEGORY OF EMPLOYMENT	
REASSIGNMENT (CORRECTION)				09 30 71		REGULAR	
7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Complied by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
2135 1084				DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION		LIMA, PERU	
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
ATTACHE POLITICAL OFFICER OPS OFFICER/DCOS				0135		D	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
FSR GS		0136.01		04 1 14 2		17761 \$ 21509	
18. REMARKS							
HB WH This action to correct Item 11 to Read Ops Officer/DCOS							
19. SIGNATURE OF REQUESTING OFFICIAL							
Henry L. Berthold							
20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER							
Gregory W. Smith							
21. DATE SIGNED							
5 Nov 71							
22. DATE SIGNED							
11 Nov 71							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
23. ACTION CODE		24. EMPLOY CODE		25. OFFICE CODE		26. STATION CODE	
58		10		51760101		5	
27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LIT		30. DATE OF BIRTH	
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39. DATE OF BIRTH		40. DATE OF GRADE		41. DATE OF LIT		42. DATE OF BIRTH	
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55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LIT		58. DATE OF BIRTH	
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SECRET

(If not filled in)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								13 October 1971	
026090		KEENAN, THOMAS J.									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						09   30   71		REGULAR			
6. FUNDS						7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input checked="" type="checkbox"/> X <input type="checkbox"/> O TO O						2135 1084					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION						LIMA, PERU					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
ATTACHE, POLITICAL OFFICER OPS OFFICER						0135		D			
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)						15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
FSR GS						0136.01		04 1 14 2		17,761 \$21,500	
18. REMARKS											
From: DDP/WH/FF/Bogota, Colombia Station Approved 259a attached <i>Via Charles Dickerson</i> <i>Remarks regarding language requirements on 259a</i> 2 Security 1 Payroll <i>Ops Officer occupying an Ops Officer position</i> <i>DCOS position</i>											
19. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
Henry L. Berthold				13 Oct 71		[Signature]				13 Oct 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODES		24. STATION CODE		25. INTEGRAL CODE		26. NOTES	
37		10		051160		104		57035		5	
27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LEI		30. DATE OF LEI		31. DATE OF LEI		32. DATE OF LEI	
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SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

**SECRET**

1. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 30</b>	3. GRADE <b>GS-14</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>DDP/WH/Bogota State</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>7431</b>
7. PROPOSED STATION <b>Lima, Peru</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Off DCOS/0135/GS-14</b>	
9. TYPE OF COVER AT NEW STATION <b>State</b>		10. ESTIMATED DATE OF DEPARTURE <b>Oct 71</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>seven (7)</b>
12. COMMENTS  <b>Vice: Charles Dickens</b>  <b>Physical will be taken in the field and results forwarded to Hqs.</b>  <b>Mr. Keenan's tested Spanish language proficiency of intermediate Reading and Elementary Speaking meets the general language requirements of the Station.</b> <i>(Signature) 28 Mar 71</i>			
13. DATE OF REQUEST <b>19 Mar 71</b>	14. SIGNATURE OF REQUESTING OFFICIAL <i>Joan Wright</i>	15. ROOM NUMBER AND BUILDING <b>3D 5309 Hqs</b>	16. EXTENSION <b>7431</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION  <b>17 MAR 71</b> <b>QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS</b> <b>PANEL</b> <b>Chairman</b>			
REQUEST FOR PCS OVERSEAS EVALUATION			



SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								25 January 1971	
026090		KEENAN, THOMAS J.									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT					02   07   71			REGULAR			
6. PAGES		7. TO V		8. TO O		9. FINANCIAL ANALYSIS NO. CHARGEABLE			10. LEGAL AUTHORITY (Completed by Office of Personnel)		
1		X		O 10 O		1135 0834					
11. ORGANIZATIONAL DESIGNATION					12. LOCATION OF OFFICIAL STATION						
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION					BOGOTA, COLOMBIA						
13. POSITION TITLE					14. POSITION NUMBER			15. CAREER SERVICE DELEGATION			
POL OFF ATTACHE OPS OFFICER					1792			D			
16. CLASSIFICATION SCHEDULE (GS, LSR, etc.)					17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OF RATE		
FSR GS					0136.01		04 1 14 1		17,781 \$20,815		
20. REMARKS											
<i>* Bogota, Colombia</i> FROM: #0327 <div style="text-align: center; font-style: italic; font-size: 1.2em;">             Large requirements              for me to have been met.           </div>											
21. SIGNATURE OF REQUESTING OFFICIAL					22. DATE SIGNED		23. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			24. DATE SIGNED	
Henry L. Berthold					25 Jan 71		V. J. Keenan			1-27-71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
25. ACTION CODE		26. EMPLOY CODE		27. OFFICE CODES		28. STATION CODE		29. INTEGRAL CODE		30. REGIONS CODE	
31   10		21710		1010		15005		5		3	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LEI		34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LEI	
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37. SPECIAL EMPLOYMENT		38. RETIREMENT DATA		39. SEPARATION DATA CODE		40. CORRECTION/CANCELLATION DATA		41. SECURITY		42. SER	
NO   DA   YR		CODE		CODE		CODE		EOD DATA		EOD DATA	
XXXXXX											
43. VET PREFERENCE		44. STIP (COMP DATA)		45. LONG COMP DATA		46. CAREER CATEGORY		47. FEET/HEALTH UNFITABLE		48. SOCIAL SECURITY NO.	
CODE		CODE		CODE		CODE		CODE		CODE	
1-1-71		1-1-71		1-1-71		1-1-71		1-1-71		1-1-71	
49. PREVIOUS SERVICE		50. LEAVE (LAI)		51. FEDERAL TAX DATA		52. STATE TAX DATA		53. FEDERAL TAX DATA		54. STATE TAX DATA	
CODE		CODE		CODE		CODE		CODE		CODE	
1-1-71		1-1-71		1-1-71		1-1-71		1-1-71		1-1-71	
55. POSITION CONTROL CERTIFICATION					56. OFF APPROVAL			57. DATE APPROVED			
11 1-29-71					C. Beck			1-29-71			

1152 USE PREVIOUS EDITION

SECRET

 GROUP 1  
 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

1-0763

23 FEB 1971

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT: Appointment of Mr. Thomas J. Keenan, GS-14,  
as Deputy Chief of Station, Lima, Peru

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, Lima, Peru, effective on or about 15 October 1971, is recommended. Mr. Keenan would replace Mr. Charles B. Dickens.

2. Mr. Keenan has been an employee of the Agency since May 1957. He is currently assigned as an operations officer in Bogota. Mr. Keenan has also served a tour in Mexico City. He has an excellent command of the Spanish language.

3. A biographic profile, including information concerning his Agency experience and training, is attached.

*William V. Broe*

William V. Broe  
Chief

Western Hemisphere Division

1 Attachment  
Biographic Profile (Parts 1 & 2)

The recommendation in paragraph is APPROVED:

*T. A. Karam*  
Deputy Director for Plans

*26 Feb 71*  
Date

SECRET

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		3. NAME (Last-First-Middle)				23 July 1970	
026090		Keenan, Thomas J.					
2. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
Promotion				07   26   70		Regular	
6. FUNDS		7. FINANCIAL ANALYSIS NO.		8. LEAD AUTHORITY (Completed by Office of Personnel)			
V TO W O TO V		V TO W O TO V		0135-0834			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				BOGOTA, COLOMBIA			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
P-1 OFF ATTACHE QPS OFFICER				(13) 0327		D	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
FSR GS		0136.01		041 14 1		\$ 16,700 - \$ 19,643	
18. REMARKS							
FROM: GS-13 step 4 \$18,437							
* PRA in accordance with HR20-17e(1)a Bogota, Colombia							
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
HENRY L. BERTHOLD C/WH/Pers				7/23/70		7-24	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE	
23. INTEGRAL CODE		24. ROOTS CODE		25. DATE OF BIRTH		26. DATE OF GRADE	
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S-E-C-R-E-T  
(when filled in)

17 JUL 1967

MEMORANDUM FOR: Chief, Records and Control Division  
FROM : Executive Secretary, Honor and Merit Awards Board  
SUBJECT : Custody of Honor Award presented to  
Mr. Thomas J. Keenan

Because of security restrictions, the Honor and Merit  
Awards Board is acting as custodian of the subject's Honor Award  
and related papers listed below: Certificate of Merit

When security restrictions no longer prevail, the Awardee  
may obtain his award by calling the Executive Secretary.

*Ellin B. Glenn*  
ELLIN B. GLENN

Distribution:  
(Original) - Subject's OP File  
1 - C/Support Staff/WH  
1 - HMAB Case File  
1 - HMAB Custody File

S-E-C-R-E-T  
(when filled in)

SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
026090	KEENAN	THOMAS	J

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (OAS ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	27	28 29		40-42
06	28	67				2 - CORRECTION				Colombia	150
						3 - CANCELLATION					

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (Basic)	CODE	27	28 29		40-42
						2 - CORRECTION					
						3 - CANCELLATION					

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. FW 02253	DOCUMENT DATE/PERIOD 30 June 1967
REMARKS	

PREPARED BY	REPORT ANNOTATED TO CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE	SIGNATURE
C & I DIVISION, CPB	2/30/67	Edward R. Johnston
C & I DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				14 JUNE 67	
026090		KEENAN, THOMAS J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
PROMOTION (CORRECTION)				05 21 67		REGULAR	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Complied by Office of Personnel)			
<input checked="" type="checkbox"/> TO V <input type="checkbox"/> TO W <input type="checkbox"/> TO X <input type="checkbox"/> TO Y		XX		7135-0834			
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				BOGOTA, COLOMBIA			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
POLITICAL OFFICER ATTACHER OPS OFFICER				0327		D	
14. CLASSIFICATION SCHEDULE (G.S. E.B. etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
FSR GS		0136.01		06 6 13 1		10363 11885 12873	
18. REMARKS							
FROM: SAME. ADDITION OF INTEGRATED INFO.							
19. SIGNATURE OF REQUESTING OFFICIAL Robert D. Cashman C/WH/PEFS DATE SIGNED: 14 June 1967							
20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER DATE SIGNED: 14 June 1967							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODES	24. STATION CODE	25. INTEGRAL CODE	26. DATE OF BIRTH	27. DATE OF GRADE	28. DATE OF LEI
		NUMERIC ALPHABETIC			MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
					06 29 130		
29. INT. EXP. DTS.	30. SPECIAL REFERENCE	31. RETIREMENT DATA	32. SEPARATION DATA CODE	33. CANCELLATION CANCELLATION DATA	34. SECURITY REQ. NO.	35. SEX	
MO. DA. YR.		1-CM 2-FM 3-GB		MO. DA. YR.			
36. VET. PREFERENCE	37. SERV. COMP. DATE	38. LOVS. COMP. DATE	39. CAREER CATEGORY	40. HEALTH INSURANCE	41. SOCIAL SECURITY NO.		
CODE	MO. DA. YR.	MO. DA. YR.	CODE	HEALTH INS. CODE			
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE	43. LEAVE CAT.	44. FEDERAL TAX DATA	45. STATE TAX DATA	46. C-7 APPROVAL	47. DATE APPROVED		
CODE	CODE	FORM EXECUTED	STATE TAX DATA				
1-NO PREVIOUS SERVICE 2-NO SERVICE IN SERVICE 3-SEAL OF SERVICE (LESS THAN 3 YEARS) 4-SEAL OF SERVICE (MORE THAN 3 YEARS)		1-YES 2-NO	MO. DA. YR.				
48. POSITION CONTROL CERTIFICATION				49. C-7 APPROVAL			
06-1687N				06-1687N			

FORM 1152 USE PREVIOUS EDITION

SECRET

 GROUP 1  
 EXCLUDED FROM AUTOMATIC DOWNGRADING  
 AND DECLASSIFICATION



SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) KEENAN, THOMAS J.				10 May 67	
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED 05   21   67		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V C TO V		X V TO C C TO C		7. FINANCIAL ANALYSIS NO CHARGEABLE 7135 0834		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA			
11. POSITION TITLE OPS OFFICER (13)				12. POSITION NUMBER 0327		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES G136.01		16. GRADE AND STEP 13 1		17. SALARY OR RATE 12,873	
18. REMARKS  FROM: GS-12 Step 3 at \$11,685 to GS-13 Step 1 at \$12,873.							
18A. SIGNATURE OF REQUESTING OFFICER Robert D. Cashman C/WH/Pers				DATE SIGNED 11 May		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
DATE SIGNED							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 22 10		21. OFFICE CODING NUMERIC - ALPHABETIC 51200 WH		22. STATION CODE 15005		23. INTEGRAL CODE 3	
24. MOODS CODE 3		25. DATE OF BIRTH MO DA YR 06 29 30		26. DATE OF GRADE MO DA YR 05 21 67		27. DATE OF LIT MO DA YR 05 21 67	
28. DATE EXPIRES MO DA YR		29. SPECIAL REFERENCE 1-EX 2-INA 3-NOB		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE TYPE	
32. CORRECTION-CANCELLATION DATA MO DA YR		33. SECURITY REQ NO		34. SEC		EOD DATA	
35. VET PREFERENCE CODE B-NONE 1-5 PR 2-10 PR		36. SEPT COMP DATE MO DA YR		37. LONG COMP DATE MO DA YR		38. CAREER CATEGORY CODE 1-101 2-102	
39. FEDERAL TAX DATA CODE 1-101 2-102		40. STATE TAX DATA CODE 1-101 2-102		41. SOCIAL SECURITY NO		42. HEALTH INS CODE	
43. POSITION CONTROL CERTIFICATION CODE B-NO PREVIOUS SERVICE 1-NO PREL TO SERVICE 2-RELAT TO SERVICE (1155 THAN 3 YEARS) 3-RELAT TO SERVICE (1155 THAN 3 YEARS)		44. LEAVE EXT CODE		45. FEDERAL TAX DATA CODE 1-101 2-102		46. STATE TAX DATA CODE 1-101 2-102	
47. DATE APPROVED 05-16-67				48. DATE APPROVED 5/16/67		49. DATE APPROVED	

1152 USE PREVIOUS EDITION

SECRET

 GPO : 1967 O-311  
 (INCLUDE THIS PAGE IN ALL COPIES OF THIS FORM)  
 (GPO: 1967 O-311)

SECRET

Ysk

Supplement to Staff Employee Personnel  
Action for Integration of Mr. Thomas J. Keenan  
Effective May 3, 1967

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-12 & \$11,685 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of May 3, 1967. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected at ESR-14 and salary of \$12,350 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of two years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

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3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Each travel will be accomplished in conformance with applicable regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your cover facility shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such cover payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently quarterly. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by your cover facility against the overage may be deducted. To ensure timely accuracy in your payroll account with this organization you are expected to immediately report cover facility payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integration into your cover facility, you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half per cent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your cover facility and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with your cover activity, you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your cover facility of any status with your cover based on your services performed with that organization at the request of this organization.



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5. All annual and sick leave which is accrued to your credit at the time of integration will be transferred to your cover facility. While integrated you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon completion of your integration your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including any income taxes withheld by your cover facility.

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

*[Signature]*  
Personnel Office

ACCEPTED:

*[Signature]*

**SECRET**

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 2 MAY 1967	
1. SERIAL NUMBER 026000		2. NAME (Last-First-Middle) KENNAN, THOMAS J.									
3. NATURE OF PERSONNEL ACTION INTEGRATION - DEPARTMENT OF STATE					4. EFFECTIVE DATE RECEIVED MONTH DAY YEAR MAY 03 67			5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS V TO V C TO V		V TO O C TO O		7. FINANCIAL ABBREVIATIONS NO CHARACTERS 7135 0834			8. LEGAL AUTHORITY (Completed by Office of Personnel)				
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION					10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA						
11. POSITION TITLE POLITICAL OFFICER, ATTACHE COUNSELOR OFFICER					12. POSITION NUMBER 0327			13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SYMBOLS (G.S. L.B. no.) FSR GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 06 6 12 3			17. SALARY OR RATE 10,363 \$11,685			
18. REMARKS All SICK AND All HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE. MARITAL STATUS: MARRIED DAU DOB 6 OCT 57    DAU DOB 11 SEP 62 DAU DOB 16 SEP 58    DAU DOB 7 MAY 63 SON DOB 19 MAY 60 DAU DOB 19 AUG 61											
19A. SIGNATURE OF REQUESTING OFFICIAL Danish Consulate General, Bogota					DATE SIGNED MAY 03 1967			19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			DATE SIGNED
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 55 10		20. EMPLOY CODE 51700		21. OFFICE CODING WH		22. SPACED CODE 15005		23. UTILITIES CODE 3		24. MONTHS CODE 06/25/30	
25. DATE OF BIRTH MO DA YR 06 12 30		26. DATE OF GRADE MO DA YR 06 12 30		27. DATE OF LEI MO DA YR 06 12 30		28. DATE OF GRADE MO DA YR 06 12 30		29. DATE OF GRADE MO DA YR 06 12 30		30. DATE OF GRADE MO DA YR 06 12 30	
31. SPECIAL EMPLOYMENT MO DA YR 06 12 30		32. SEPARATION DATA MO DA YR 06 12 30		33. SEPARATION DATA MO DA YR 06 12 30		34. SEPARATION DATA MO DA YR 06 12 30		35. SEPARATION DATA MO DA YR 06 12 30		36. SEPARATION DATA MO DA YR 06 12 30	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		38. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		39. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		40. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		42. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		44. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		45. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		46. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		47. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		48. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
49. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		50. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		51. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		52. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		53. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		54. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
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73. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		74. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		75. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		76. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		77. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		78. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
79. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		80. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		81. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		82. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		83. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		84. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
85. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		86. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		87. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		88. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		89. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		90. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
91. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		92. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		93. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		94. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		95. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		96. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
97. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		98. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		99. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		100. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		101. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		102. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30	
103. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		104. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		105. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		106. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		107. PREVIOUS CIVILIAN GOVERNMENT SERVICE MO DA YR 06 12 30		108	

1957-1958 Air Force Station

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100-443887-100

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1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH <b>29 June 1930</b>		3. GRADE <b>GS-12</b>	
4. OFFICE, DIVISION, BRANCH (or overseas station and reporting center if lateral assignment) <b>DDP/WH/CA</b>		5. PRESENT POSITION <b>Ops Officer</b>		6. EMPLOYEE EXTENSION <b>6815</b>	
7. PROPOSED STATION <b>Bogota, Colombia</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Officer/0327/GS-13</b>			
9. TYPE OF COVER AT NEW STATION <b>State</b>		10. ESTIMATED DATE OF DEPARTURE <b>May 1967</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>	
12. COMMENTS <b>Form 89 is attached.</b>					
13. DATE OF REQUEST <b>13 February 67</b>		14. SIGNATURE OF REQUESTING OFFICIAL <i>Kenneth L. Wambold</i> <b>Kenneth L. Wambold</b>		15. ROOM NUMBER AND BUILDING <b>3 D 5309</b>	
16. OFFICE OF MEDICAL SERVICES DISPOSITION					
17. OFFICE OF SECURITY DISPOSITION					
18. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
<p>RECEIVED 15 FEB 1967 CHIEF OF BUREAU</p> <p>SENT 15 FEB 1967 MURPHY</p>					
REQUEST FOR PCS OVERSEAS EVALUATION					



SECRET

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 APRIL 67

1. SERIAL NUMBER

2. NAME (Last-First-Middle)

026090

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO  
CONFIDENTIAL FUNDS

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR  
05 07 67

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

XX

V TO C

C TO V

C TO C

7. FINANCIAL ANALYSIS

NO. CHASOFFILE

7135-0834

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH  
FOREIGN FIELD  
BRANCH 3  
BOGOTA, COLOMBIA STATION

10. LOCATION OF OFFICIAL STATION

BOGOTA, COLOMBIA

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0327

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEME (GS, ZB, etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

12 3

17. SALARY OR RATE

\$ 11,685

18. REMARKS

FROM: DDP/WH/PLANS & OPERATIONS STAFF/SECTION A/WASH. D.C./OPS OFFICER/  
0641/7235-0620

1. Finance

10A. SIGNATURE OF REQUESTING OFFICIAL

Robert D. Cashman C/WH/Pers

DATE SIGNED

25 April 67

10B. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL

DATE SIGNED

J. C. [Signature] 25 April 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES NUMERIC ALPHABETIC	22. STATION CODE	23. INTEREST CODE	24. NOTES CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF DEATH MO DA YR
20	10	5163 614	15005			06 29 30		
28. AIG. EMPLOY CODE	29. SPECIAL EMPLOY CODE	30. RETIREMENT DATA 1-400 3-400 5-400	31. APPOINTMENT DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO DA YR	EOD DATA			
33. VET. PREFERENCE CODE	34. LEAF COMP. DATE MO DA YR	35. LONG. COMP. DATE MO DA YR	36. FAREL CATEGORY 1-15 16-25 26-35	37. FAREL HEALTH INSURANCE CODE CODE 1-15 16-25	38. SOCIAL SECURITY NO.			
39. PERSON'S CIVILIAN GOVERNMENT SERVICE CODE 1-10 11-15 16-20 21-25 26-30 31-35 36-40 41-45 46-50 51-55 56-60 61-65 66-70 71-75 76-80 81-85 86-90 91-95 96-100	40. LEAF LIST CODE	41. FAREL DATA 1-15 16-25 26-35	42. FAREL DATA 1-15 16-25 26-35	43. FAREL DATA 1-15 16-25 26-35	44. FAREL DATA 1-15 16-25 26-35	45. FAREL DATA 1-15 16-25 26-35	46. FAREL DATA 1-15 16-25 26-35	47. FAREL DATA 1-15 16-25 26-35
48. POSITION CONTROL CERTIFICATION				49. OF APPROVAL	50. DATE APPROVED			

SECRET

YES ONLY  
SECRET

1-2 MAY 1967  
1-14

1 March 1967

MEMORANDUM FOR: Secretary, CSGS Panel, Section A

SUBJECT: Recommendation for Promotion:  
Thomas J. Keenan

1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works effectively. His field experience consists of two tours of duty in Mexico where he began as a junior case officer and developed rapidly to the point where he was handling an extremely heavy load of important and complex cases. He operated against Soviet Bloc and related targets, ran support projects, surveillance teams, and technical operations. The experience he gained was broad in nature. Also involved was the supervision of up to 30 people, including other officers and indigenous personnel and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his supervisors.

2. For the past two years Mr. Keenan has worked on the FI Staff of the WH Division providing supervision and guidance for FI/CI activities of the Division. He has been most effective in this role which requires dealing on a day-to-day basis with officers, many of whom are senior to him.

3. He participated as the Number 2 man on a Headquarters Task Force supporting the President's visit to Mexico last year. His work was highly effective. Mr. Keenan demonstrated a thorough knowledge of Headquarters' procedures and an ability to get things done. Mr. Keenan will shortly be assigned as

YES ONLY  
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- 2 -

Operations Officer to Bogota, Colombia where there are targets of an increasingly serious nature requiring highly professional operational approaches.

4. Based on his experience and proven ability demonstrated by sound accomplishments as a case officer and as a Headquarters staff assistant, Mr. Keenan is regarded as having superior potential. It is recommended that he be promoted to GS-13.

*William V. Broe*

William V. Broe

Chief

Western Hemisphere Division



SECRET

G 27

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 24 August 1966	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) KEENAN, THOMAS J.									
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 11 66		5. CATEGORY OF EMPLOYMENT REGULAR			
6. PLANS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input type="checkbox"/> V TO O <input type="checkbox"/> O TO O		7. COST CENTER NO. CHARGE 7235-0620		8. LEGAL AUTHORITY (Cited by Office of Personnel) PL 88-645 Sect. 203							
9. ORGANIZATIONAL DESIGNATION DIF/WB						10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.					
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE / 53. L8. 20. J				15. OCCUPATIONAL SERIES		16. GRADE AND STEP 12		17. SALARY OR RATE			
18. REMARKS YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-50. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.											
18A. SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTERCASH CODE	24. MONTH CODE	25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF L8 MO. DA. YR.
28. SITE DATES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CL 2-PHS 3-NOSS		31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA P/F		33. SECURITY REQ. NO.		34. SEX		
35. VET PREFERENCE COOS 1-NOSS 2-10YR 3-15YR		36. SERV. COMP. DATE MO. DA. YR.		37. 100% COMP. DATE MO. DA. YR.	38. CAREER CATEGORY L8. QTD. POF. RUP. CODE		39. POL. HEALTH INSURANCE COOS 1-NOSS 2-10YR		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-NO PREVIOUS SERVICE 2-NO PREVIOUS SERVICE 3-DEAN OF SERVICE (LESS THAN 3 YEARS) 4-DEAN OF SERVICE (MORE THAN 3 YEARS)				42. LEAVE L8 CODE	43. FURNAL 100 DATA CODE 1-NO 2-NO		44. STATE TAX DATA CODE 1-NO 2-NO		45. NO. 100 STATE CODE		
46. POSITION CONTROL CERTIFICATION 09-16-66N						47. OFF. APPROVAL See memo signed by D/Pora dated 22 Aug			48. DATE APPROVED		

FORM 1152  
2-66-1152-48  
USE PREVIOUS EDITION

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GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

TO : Thomas Keenan

SUBJECT: TDY in the Dominican Republic

Most of you who went down to the Dominican Republic departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions of the government and in avoiding several major mistakes. For weeks after the April revolution, our Station reporting was literally the only source of information that the United States had on the role of Communism among the rebel forces and on conditions outside the capital.

Many fine things were done in the Station and in the hinterland by all of you. Manning the check-points under fire, flying to remote and hostile villages, moving tons of supplies through the gauntlet of the communications line, toiling over midnight reports, and keeping open our country's only commo link -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.



Richard Helms  
Deputy Director of Central Intelligence

S-E-C-R-E-T

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(U.S. Gov. Printing Office)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
SPECIAL NUMBER <b>026090</b>				NAME (Last, First, Middle) <b>KEENAN, THOMAS J.</b>	
1. NATURE OF PERSONNEL ACTION <b>CONVERSION FROM FSS STATUS (CORRECTION)</b>			4. EFFECTIVE DATE REQUESTED Month Day Year <b>10 10 64</b>		5. CARRY-ON OF EMPLOYMENT <b>REGULAR</b>
2. FORMS a. TO b. TO c. TO <b>X</b>			6. COMPTON CENTER NO. CHARGE <b>6135-C990</b>		7. AUTHORITY (Completed by Office of Personnel)
8. ORGANIZATIONAL DESIGNATION <b>DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION</b>			9. LOCATION OF OFFICIAL STATION <b>MEXICO CITY, MEXICO</b>		
11. POSITION TITLE <b>OPS OFFICER</b>			12. POSITION NUMBER <b>0469</b>		13. CAREER SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SYMBOL (GS, LA, etc.) <b>GS</b>		15. OCCUPATIONAL SYMBOL <b>0136.01</b>		16. GRADE AND STEP <b>12. 1</b>	
17. BASIC PAY <b>\$10,250</b>					
18. REMARKS <b>CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964.</b> <b>Heavenly, Mexico</b>					
19. SIGNATURE OF REQUESTING OFFICIAL <i>Robert D. Cashman</i> <b>ROBERT D. CASHMAN C/M/PERS</b>			DATE SIGNED <b>12/1/64</b>		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL <i>Robert H. Stewart</i> <b>ROBERT H. STEWART</b>
DATE SIGNED <b>8 Dec 64</b>					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION CODE <b>3</b>	22. DISPLAY CODE <b>3</b>	23. OFFICE CODES Alphabetic <b>51209</b>	24. STATION CODE <b>12005</b>	25. CITIZEN CODE <b>3</b>	26. MONTHS <b>3</b>
27. DAY OF BIRTH <b>06/24/36</b>	28. DAY OF GRADE <b>1</b>	29. DAY OF YEAR <b>1</b>	30. SECURITY <b>FOU DATA</b>	31. SECURITY <b>FOU DATA</b>	32. SECURITY <b>FOU DATA</b>
33. GET REFERENCE <b>CODE</b>	34. SERV. COMP. DATA <b>CODE</b>	35. LON. COMP. DATA <b>CODE</b>	36. CAREER CATEGORY <b>CODE</b>	37. FULL HEALTH INSURANCE <b>CODE</b>	38. SOCIAL SECURITY NO. <b>CODE</b>
39. PERSONNEL SERVICE DATA <b>CODE</b>		40. LEAVE DATA <b>CODE</b>		41. FEDERAL TAX DATA <b>CODE</b>	
42. POSITION CONTROL CERTIFICATION <b>CODE</b>		43. OF APPROVAL <i>Robert H. Stewart</i> <b>ROBERT H. STEWART</b>		DATE APPROVED <b>8 Dec 64</b>	

USE PREVIOUS EDITION

SECRET

GPO: 1974-281-4  
10/10/74



SECRET

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

28 OCTOBER 1964

1. SERIAL NUMBER

2. NAME (Last-First-Middle)

026090

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO  
VOUCHERED FUNDS

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR  
11 22 64

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO C

C TO V

C TO C

7. COST CENTER NO. CHARGE

ABLE

5235-0620

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATION

DDP WH  
PLANS & OPERATIONS STAFF  
SECTION A

10. LOCATION OF OFFICIAL STATION

WASH., D. C.

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0641

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LA, etc.)

GS

(22)

15. OCCUPATIONAL SERIES

0156.01

16. GRADE AND STEP

12 1

17. SALARY OR RATE

\$ 10,250

18. REMARKS

FROM: DDP/WH/3/0489/MEXICO CITY *Aug 470*Security Approval Granted by Pers. SO/OS *10/30/64*  
*11/6/64*

I-SECURITY

Recorded By:  
CSPD*SPD*

19A. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED

*R. D. CASHMAN*  
R. D. CASHMAN, C/WH/PERS

11/4/64

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

*A. Bushy*

11-6-64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. ROUTES CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LER MO DA YR
16	10	51075 W P	2013		1	06 29 30		
28. RATE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CM 2-FICA 3-VOID	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO DA YR	33. SECURITY REG. NO.	34. SER	EOD DATA	
35. PAY PREFERENCE	36. SERV COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY CAR/RES PROG/TIMP	39. FEHLT/HEALTH INSURANCE CODE CODE D-WAIVER (-YES) HEALTH INS. CODE	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE C-NO PREVIOUS SERVICE D-NO DUAL IN SERVICE E-BEARS IN SERVICE (LESS THAN 3 YEARS) F-BEARS IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. POSITION CONTROL CERTIFICATION	46. DATE APPROVED			

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

SECRET

(U.S. Std. 1-1)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. B. FILE NUMBER		2. NAME (Last-First-Middle)						8 OCTOBER 1964			
026090		KEENAN, THOMAS J.									
3. NATURE OF PERSONNEL ACTION							4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT		
PROMOTION							MONTH DAY YEAR 10 25 64		REGULAR		
6. PAGES		V. TO V		V. TO O		7. COST CENTER NO. CHARGE		8. LEGAL AUTHORITY (Complied by Office of Personnel)			
▶		O. TO V		X O. TO O		6135-0990					
9. ORGANIZATIONAL DESIGNATIONS							10. LOCATION OF OFFICIAL STATION				
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION							MEXICO CITY, MEXICO				
11. POSITION TITLE							12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION		
GPS OFFICER							0489		D		
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0136.01		12 1		\$10,250				
18. REMARKS											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Recorded By CSPD <i>Smb</i> </div>											
19A. SIGNATURE OF REQUESTING OFFICIAL						DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
<i>Robert D. Cashman</i>						10/9/64		<i>L. J. Corbett</i>			
ROBERT D. CASHMAN C/WH/PRS								22 Oct 64			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE		24. ROUTES CODE	
22		10		5/17/64 WH		V5/27/64		3		06/29/30	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LDI		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LDI		34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
37. DATE OF BIRTH		38. DATE OF GRADE		39. DATE OF LDI		40. DATE OF BIRTH		41. DATE OF GRADE		42. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
43. DATE OF BIRTH		44. DATE OF GRADE		45. DATE OF LDI		46. DATE OF BIRTH		47. DATE OF GRADE		48. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
49. DATE OF BIRTH		50. DATE OF GRADE		51. DATE OF LDI		52. DATE OF BIRTH		53. DATE OF GRADE		54. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LDI		58. DATE OF BIRTH		59. DATE OF GRADE		60. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
61. DATE OF BIRTH		62. DATE OF GRADE		63. DATE OF LDI		64. DATE OF BIRTH		65. DATE OF GRADE		66. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
67. DATE OF BIRTH		68. DATE OF GRADE		69. DATE OF LDI		70. DATE OF BIRTH		71. DATE OF GRADE		72. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
73. DATE OF BIRTH		74. DATE OF GRADE		75. DATE OF LDI		76. DATE OF BIRTH		77. DATE OF GRADE		78. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
79. DATE OF BIRTH		80. DATE OF GRADE		81. DATE OF LDI		82. DATE OF BIRTH		83. DATE OF GRADE		84. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
85. DATE OF BIRTH		86. DATE OF GRADE		87. DATE OF LDI		88. DATE OF BIRTH		89. DATE OF GRADE		90. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
91. DATE OF BIRTH		92. DATE OF GRADE		93. DATE OF LDI		94. DATE OF BIRTH		95. DATE OF GRADE		96. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
97. DATE OF BIRTH		98. DATE OF GRADE		99. DATE OF LDI		100. DATE OF BIRTH		101. DATE OF GRADE		102. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
103. DATE OF BIRTH		104. DATE OF GRADE		105. DATE OF LDI		106. DATE OF BIRTH		107. DATE OF GRADE		108. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
109. DATE OF BIRTH		110. DATE OF GRADE		111. DATE OF LDI		112. DATE OF BIRTH		113. DATE OF GRADE		114. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
115. DATE OF BIRTH		116. DATE OF GRADE		117. DATE OF LDI		118. DATE OF BIRTH		119. DATE OF GRADE		120. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
121. DATE OF BIRTH		122. DATE OF GRADE		123. DATE OF LDI		124. DATE OF BIRTH		125. DATE OF GRADE		126. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
127. DATE OF BIRTH		128. DATE OF GRADE		129. DATE OF LDI		130. DATE OF BIRTH		131. DATE OF GRADE		132. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
133. DATE OF BIRTH		134. DATE OF GRADE		135. DATE OF LDI		136. DATE OF BIRTH		137. DATE OF GRADE		138. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
139. DATE OF BIRTH		140. DATE OF GRADE		141. DATE OF LDI		142. DATE OF BIRTH		143. DATE OF GRADE		144. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
145. DATE OF BIRTH		146. DATE OF GRADE		147. DATE OF LDI		148. DATE OF BIRTH		149. DATE OF GRADE		150. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
151. DATE OF BIRTH		152. DATE OF GRADE		153. DATE OF LDI		154. DATE OF BIRTH		155. DATE OF GRADE		156. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
157. DATE OF BIRTH		158. DATE OF GRADE		159. DATE OF LDI		160. DATE OF BIRTH		161. DATE OF GRADE		162. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
163. DATE OF BIRTH		164. DATE OF GRADE		165. DATE OF LDI		166. DATE OF BIRTH		167. DATE OF GRADE		168. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
169. DATE OF BIRTH		170. DATE OF GRADE		171. DATE OF LDI		172. DATE OF BIRTH		173. DATE OF GRADE		174. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
175. DATE OF BIRTH		176. DATE OF GRADE		177. DATE OF LDI		178. DATE OF BIRTH		179. DATE OF GRADE		180. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
181. DATE OF BIRTH		182. DATE OF GRADE		183. DATE OF LDI		184. DATE OF BIRTH		185. DATE OF GRADE		186. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
187. DATE OF BIRTH		188. DATE OF GRADE		189. DATE OF LDI		190. DATE OF BIRTH		191. DATE OF GRADE		192. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
193. DATE OF BIRTH		194. DATE OF GRADE		195. DATE OF LDI		196. DATE OF BIRTH		197. DATE OF GRADE		198. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
199. DATE OF BIRTH		200. DATE OF GRADE		201. DATE OF LDI		202. DATE OF BIRTH		203. DATE OF GRADE		204. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
205. DATE OF BIRTH		206. DATE OF GRADE		207. DATE OF LDI		208. DATE OF BIRTH		209. DATE OF GRADE		210. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
211. DATE OF BIRTH		212. DATE OF GRADE		213. DATE OF LDI		214. DATE OF BIRTH		215. DATE OF GRADE		216. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
217. DATE OF BIRTH		218. DATE OF GRADE		219. DATE OF LDI		220. DATE OF BIRTH		221. DATE OF GRADE		222. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
223. DATE OF BIRTH		224. DATE OF GRADE		225. DATE OF LDI		226. DATE OF BIRTH		227. DATE OF GRADE		228. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
229. DATE OF BIRTH		230. DATE OF GRADE		231. DATE OF LDI		232. DATE OF BIRTH		233. DATE OF GRADE		234. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
235. DATE OF BIRTH		236. DATE OF GRADE		237. DATE OF LDI		238. DATE OF BIRTH		239. DATE OF GRADE		240. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
241. DATE OF BIRTH		242. DATE OF GRADE		243. DATE OF LDI		244. DATE OF BIRTH		245. DATE OF GRADE		246. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
247. DATE OF BIRTH		248. DATE OF GRADE		249. DATE OF LDI		250. DATE OF BIRTH		251. DATE OF GRADE		252. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
253. DATE OF BIRTH		254. DATE OF GRADE		255. DATE OF LDI		256. DATE OF BIRTH		257. DATE OF GRADE		258. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
259. DATE OF BIRTH		260. DATE OF GRADE		261. DATE OF LDI		262. DATE OF BIRTH		263. DATE OF GRADE		264. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
265. DATE OF BIRTH		266. DATE OF GRADE		267. DATE OF LDI		268. DATE OF BIRTH		269. DATE OF GRADE		270. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
271. DATE OF BIRTH		272. DATE OF GRADE		273. DATE OF LDI		274. DATE OF BIRTH		275. DATE OF GRADE		276. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
277. DATE OF BIRTH		278. DATE OF GRADE		279. DATE OF LDI		280. DATE OF BIRTH		281. DATE OF GRADE		282. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
283. DATE OF BIRTH		284. DATE OF GRADE		285. DATE OF LDI		286. DATE OF BIRTH		287. DATE OF GRADE		288. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
289. DATE OF BIRTH		290. DATE OF GRADE		291. DATE OF LDI		292. DATE OF BIRTH		293. DATE OF GRADE		294. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
295. DATE OF BIRTH		296. DATE OF GRADE		297. DATE OF LDI		298. DATE OF BIRTH		299. DATE OF GRADE		300. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
301. DATE OF BIRTH		302. DATE OF GRADE		303. DATE OF LDI		304. DATE OF BIRTH		305. DATE OF GRADE		306. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
307. DATE OF BIRTH		308. DATE OF GRADE		309. DATE OF LDI		310. DATE OF BIRTH		311. DATE OF GRADE		312. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
313. DATE OF BIRTH		314. DATE OF GRADE		315. DATE OF LDI		316. DATE OF BIRTH		317. DATE OF GRADE		318. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
319. DATE OF BIRTH		320. DATE OF GRADE		321. DATE OF LDI		322. DATE OF BIRTH		323. DATE OF GRADE		324. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
325. DATE OF BIRTH		326. DATE OF GRADE		327. DATE OF LDI		328. DATE OF BIRTH		329. DATE OF GRADE		330. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
331. DATE OF BIRTH		332. DATE OF GRADE		333. DATE OF LDI		334. DATE OF BIRTH		335. DATE OF GRADE		336. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
337. DATE OF BIRTH		338. DATE OF GRADE		339. DATE OF LDI		340. DATE OF BIRTH		341. DATE OF GRADE		342. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	
343. DATE OF BIRTH		344. DATE OF GRADE		345. DATE OF LDI		346. DATE OF BIRTH		347. DATE OF GRADE		348. DATE OF LDI	
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.		MO. DA. YR.	

SECRET

(U.S. Gov. Print. 10)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 SEPTEMBER 1964

1. SERIAL NUMBER

2. NAME (Last - First - Middle)

026090

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

CONVERSION FROM PSS STATUS

COB

4. EFFECTIVE DATE REQUESTED

MONTH 10 DAY 12 YEAR 64

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FINDER

7. TO V

8. TO V

9. TO V

10. TO V

11. COST CENTER NO. CHARGE

12. AMT

5135-0990

13. LEGAL AUTHORITY (Completed by Office of Personnel)

14. ORGANIZATIONAL DESIGNATION

DUP WH  
BRANCH 3  
MEXICO CITY, MEXICO STATION

15. LOCATION OF OFFICIAL STATION

MEXICO CITY, MEXICO

16. POSITION TITLE

OPS OFFICER

17. POSITION NUMBER

0489

18. CAREER SERVICE DESIGNATION

D

19. CLASSIFICATION SCHEDULE (G.S., F.S., etc.)

GS

20. OCCUPATIONAL SERIES

0136.01

21. GRADE AND STEP

11 3

22. SALARY OR RATE

\$9,240

23. REMARKS

FROM: PSS-06.7/46,105/POL ASST

Mr. Keenan has submitted his resignation to the Department of State to be effective at close of business 12 October 1964

Recorded By  
CSPD  
JMB

24. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED

ROBERT D. CASIMIAN C. M. PERS

25 Sept 64

25. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

J. L. Lister

28 Sep 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

26. ACTION CODE	27. EMPLOY CODE	28. OFFICE LOGGING	29. SEASON CODE	30. INTEREST CODE	31. ROOTS CODE	32. DATE OF BIRTH	33. DATE OF GRADE	34. DATE OF LST
56	16	51700	45075		3	06/29/30		
35. DATE EXPIRES	36. SPECIAL DEFERENCE	37. RETIREMENT DATA	38. SEPARATION DATA	39. CORRECTION / CANCELLATION DATA	EOD DATA			
40. RES. PREFERENCE	41. SERV. COMP. DATE	42. LONG. COMP. DATE	43. CAREER CATEGORY	44. FEET/HEALTH INSURANCE	45. SOCIAL SECURITY NO.			
46. PREVIOUS EMPLOYMENT SERVICE DATA			47. LEAVE CAT.	48. FEDERAL TAX DATA		49. STATE TAX DATA		
1-NO PREVIOUS SERVICE 2-NO EXCEL. IN SERVICE 3-EXCEL. IN SERVICE (LESS THAN 3 YEARS) 4-EXCEL. IN SERVICE (MORE THAN 3 YEARS)				1-YES 2-NO		1-YES 2-NO		
50. POSITION CONTROL CERTIFICATION			51. OP. APPROVAL			52. DATE APPROVED		
J. L. Keenan 09/29/64			J. L. Lister			28 Sep 64		

FORM 6-63 1152

USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION



30 JUL 1964

MEMORANDUM FOR: Secretary, CSCS Panel (Section B)

SUBJECT : Recommendation for Promotion to Grade GS-12  
Mr. Thomas J. Keenan

1. It is recommended that Thomas J. Keenan be promoted to GS-12.

2. Mr. Keenan is thirty-four years old and has been with the Agency since 1957. While in grade as GS-11 only for the past year or so, he has been performing at a level even higher than the proposed GS-12 for more than three years, supervising the activities of up to twenty-five agents including a GS-13 contract agent.

3. The following quotation from the latest annual fitness report represents the best justification for this request:

"Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued exceptionally proficient performance."

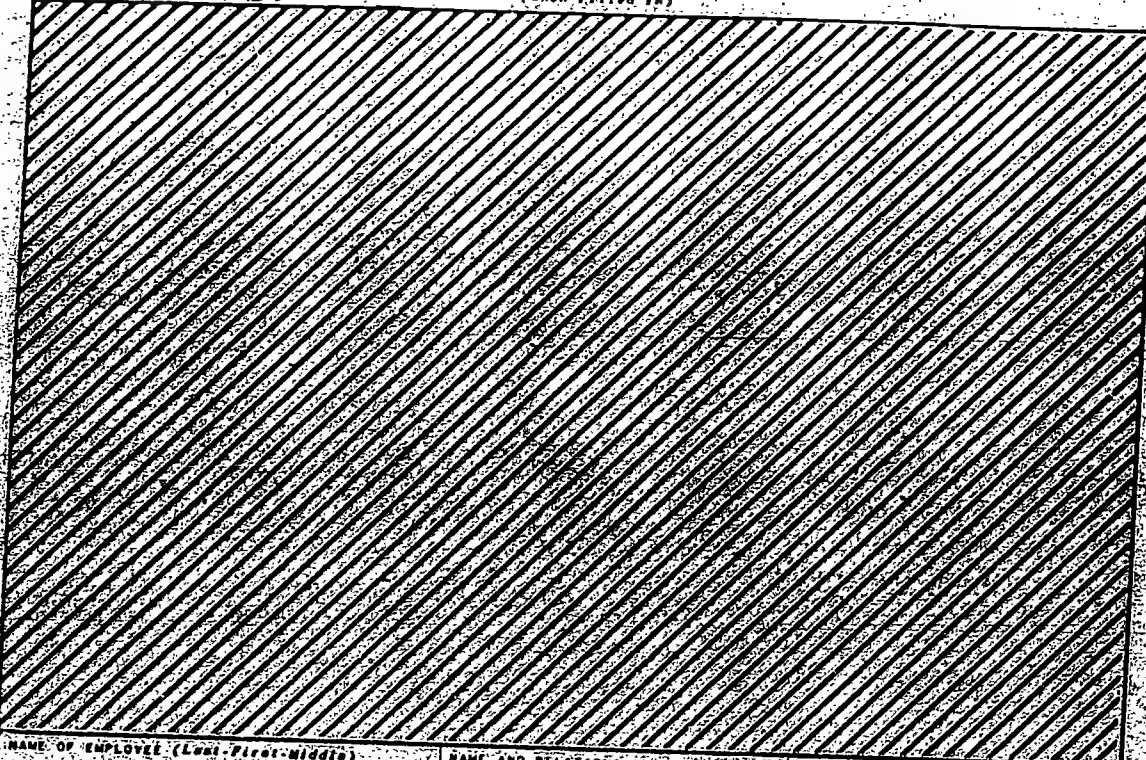

*R. W. Herbert*

Desmond FitzGerald  
Chief

Western Hemisphere Division

*Approved*  
1964

SECRET  
(When Filled In)

		
NAME OF EMPLOYEE (Last-First-Middle) <b>Keenan, Thomas John</b>	NAME AND RELATIONSHIP OF DEPENDENT <b>Daughter</b>	CLAIM NUMBER <b>65-067</b>
<p>There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>7 May 1964</u> - <u>Signature birth</u></p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>		
DATE OF NOTICE <b>14 JUL 1964</b>	SIGNATURE OF BSA REPRESENTATIVE 	
NOTICE OF OFFICIAL DISABILITY CLAIM FILE		

FORM 10-55 1076 USE PREVIOUS EDITION.

SECRET

(4-21-58)

# DISPATCH

CLASSIFICATION  
SECRET

PROCESSING ACTION

TO Chief, WI Division

MARKED FOR INDEXING

INFO.

NO INDEXING REQUIRED

FROM Chief of Station, Mexico City

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

SUBJECT Dependent Daughter -

MICROFILM

ACTION REQUIRED - REFERENCES

*Thomas J. Kuran*

This is to announce the premature birth of Carol Jane on 7 May 1964.  
Mother and daughter are doing well.

*Willard C. Curtis*  
WILLARD C. CURTIS

Distribution:  
3 - WID

CROSS REFERENCE TO

SECRET  
EXCLUDED FROM AUTOMATIC  
DECLASSIFICATION

DISPATCH SYMBOL AND NUMBER

WIT-4581

DATE

19 May 1964

CLASSIFICATION

SECRET

MO'S FILE NUMBER



SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						3. DATE PREPARED			
026090		KEENAN, Thomas J.						8 APRIL 1963			
4. NATURE OF PERSONNEL ACTION					5. EFFECTIVE DATE REQUESTED			6. CATEGORY OF EMPLOYMENT			
PROMOTION					4/14/63			REGULAR			
7. FUNDS		8. V TO V		9. V TO CF		10. COST CENTER NO. CHARGEABLE		11. LEGAL AUTHORITY (Completed by Office of Personnel)			
CF TO V		X		CF TO CF		3135 5700 1000					
12. ORGANIZATIONAL DESIGNATIONS					13. LOCATION OF OFFICIAL STATION						
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO						
14. POSITION TITLE					15. POSITION NUMBER			16. CAREER SERVICE DESIGNATION			
POL ASST OPS OFFICER					480			D			
17. CLASSIFICATION SCHEDULE (GS, LS, etc.)			18. OCCUPATIONAL SERIES		19. GRADE AND STEP		20. SALARY OR RATE				
FSS GS			0136.01		11 8 2		6560 8,045 8,310 ✓				
21. REMARKS											
FROM: SAME											
											<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Recorded by CSPD <i>SM</i> </div>
22. SIGNATURE OF REQUESTING OFFICIAL				23. DATE SIGNED		24. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				25. DATE SIGNED	
<i>Robert D. Castman</i>				4/8/63		<i>Paul R. Wilson</i>				9 Apr 63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
26. EMPLOY CODE		27. OFFICE CODE		28. STATION CODE		29. INTEREST CODE		30. DATE OF BIRTH		31. DATE OF DEATH	
22 10		44700 WH		45015		3		06-12-1930			
32. SPECIAL REFERENCE		33. RETIREMENT DATA		34. SEPARATION DATA		35. CORRECTION/CANCELLATION DATA		36. SECURITY REQ. NO.		37. SECURITY NO.	
38. PREVIOUS SERVICE		39. SERV. COMP. CAT.		40. SERV. COMP. DATE		41. CAREER CATEGORY		42. REG. 7-RECORDS-MANAGE		43. SOCIAL SECURITY NO.	
44. PREVIOUS SERVICE DATA				45. LEAVE CAT. CODE		46. FEDERAL TAX DATA		47. STATE TAX DATA		48. SOCIAL SECURITY DATA	
2 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 3 YRS) 2 - BREAK IN SERVICE (MORE THAN 3 YRS)						1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
49. POSITION CONTROL CERTIFICATION						50. O.P. APPROVAL			51. DATE APPROVED		
<i>T. Keeney 4/14/63</i>						<i>Paul R. Wilson</i>					

FORM 1152 (1-62) PREVIOUS EDITIONS ARE OBSOLETE

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

141



SECRET

29 December 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS-10  
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as operations officer on the Nicaraguan and Costa Rican desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation has been submitted previously under the dates of 12 August 1959, 3 January 1960 and 30 June 1960. An efficiency report from the Mexico City Station dated 12 December 1960 states that Mr. Keenan is an unusually effective case officer and is making an outstanding contribution to CIA operations in that area. This report further indicates that Keenan has been assigned duties which would normally be performed by a much senior officer and has carried them out in a most commendable manner.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to Grade GS-10.

R. W. King  
J. C. KING  
Chief

Western Hemisphere Division

SECRET



SECRET

## APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Sir:

I submit herewith my application for membership in the Career Staff defined below:

"The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Organization, and who intend to make a career with the Organization."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Organization, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Organization. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Organization and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Organization.

MEMBERSHIP IN THE CAREER STAFF

APPROVED, TO TAKE EFFECT 20 May 1960

FOR THE CHIEF, KUBARK,  
EXECUTIVE DIRECTOR  
KUBARK SELECTION BOARD

*Daniel C. Krupp*

Thomas J. Keenan SD: D 5-46

(Signature)

Eligibility Date: 20 May 1960

(Date)

SECRET

*John L. Hickey*

Form No. 107  
 Issued 10-1-59  
 Revised 10-1-59  
 GPO: 1959 O-500-000

DEPARTMENT OF STATE  
 WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

55203

SLA REC'D

☒ PS ☐ DTFL

1. NAME (Mr., Mrs., Miss, etc., include all names and initials)	2. DATE OF BIRTH	3. FEDERAL OR ACTION NO.	4. DATE
Mr. Thomas J. Keenan	6-29-30	FSA-4	12-11-59

This is to notify you of the following action affecting your employment:

5. ACTION OF ACTION (See attached instructions)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AGENCY
FSA Appointment - Regular	1/6/60	FL 724 79th St. awarded

8. PREVIOUS TITLE	9. PREVIOUS GRADE	10. PREVIOUS PAY
Political Assistant	FSA-10	\$5540
11. PRESENT TITLE	12. PRESENT GRADE	13. PRESENT PAY
Political Assistant	FSA-10	\$5540
14. PRESENT PAY	15. PRESENT GRADE	16. PRESENT PAY
\$5540	FSA-10	\$5540
17. PRESENT PAY	18. PRESENT GRADE	19. PRESENT PAY
\$5540	FSA-10	\$5540

20. POSITION CLASSIFICATION	21. POSITION CLASSIFICATION	22. POSITION CLASSIFICATION
1-1012-333	1-1012-333	1-1012-333
23. POSITION CLASSIFICATION	24. POSITION CLASSIFICATION	25. POSITION CLASSIFICATION
1-1012-333	1-1012-333	1-1012-333

This action is subject to all applicable laws, rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or the Department.

Marital Status - Married - Two.  
 Appointed at FSA-10, \$5540, in accordance with I FSA IV 223. Previous Federal Government salary \$6135, GS-9, earned with Department of Army.

LEGALLY REPRODUCED EDITION

11. SIGNATURE OF STATE AUTHORITY

EMPLOYEE COPY

SECRET

30 June 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS -10  
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as Operations Officer on the Nicaragua and Costa Rica Desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation has been submitted previously under the dates 12 August 1959 and 5 January 1960. The memorandum of 5 January 1960 added that since 12 August 1959 Mr. Keenan's performance continued to be of a high caliber. Although Subject's personnel file contains no evaluation yet of his work at the Mexico City Station, the Headquarters Section Chief, who visited the Station in April 1960 observed that Subject was doing excellent work.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

*for P. Loney*  
J. C. KIMO  
Chief  
Western Hemisphere Division

SECRET



SECRET

5 January 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS-10  
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to MR Division for a one year tour effective 6 January 1958 - 1 was changed to staff employee on 25 January 1959. He has recently been assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation was previously submitted under date of 12 August 1959. Since that date Mr. Keenan's performance has continued to be of a high caliber. He is now undergoing additional training for his assignment to the Mexico City Station in February 1960.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

  
J. C. KING  
Chief

Western Hemisphere Division

SECRET

**SECRET**  
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
UV to V		UV to UV						Mo	Da	Yr	
1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth		4. Var. Prof.		5. Sex	6. CS - EOD		
	KROGAN, Thomas J.			Mo	Da	Yr	Name-0	Code	5. Pi-1	10. Pi-2	
				6	20	30					
7. SED	8. CSC Rating		9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. FEGLI		12. LCD	
Mo	Da	Yr	Yes-1	Code				Mo	Da	Yr	Yes-1
			No-2								No-2

**CURRENT ASSIGNMENT**

14. Organizational Designations				Code	15. Location Of Official Station				Station Code	
DDP/HR Branch III Mexico City Mexico Station					Mexico City, Mexico					
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series		
Dept.	Field	Operations Officer		470		G3		0136.01		
Code	5									
21. Grade & Step	22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
9-2	6135		D		Mo	Da	Yr	Mo	Da	Yr
					6	15	58	6	12	60
0135-5700-3000										

**ACTION**

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Date	
Integration			Mo	Da	Yr				
Department of State			1	6	60				

**PROPOSED ASSIGNMENT**

31. Organizational Designations				Code	32. Location Of Official Station				Station Code	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series		
Dept.	Field	Public Administration		FSS		FSS				
Code	5									
38. Grade & Step	39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
10-4	5540				Mo	Da	Yr	Mo	Da	Yr

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)		Date Approved
OPSER/CCD/OEL		Marguerite Roney		
B. For Additional Information Call (Name & Telephone Ext.)				
Mr. Roney, x8104				

**CLEARANCES**

Clearance		Signature	Date	Clearance		Signature	Date
A. Career Board				D. Personnel			
B. Pos. Control				E. Medical			
C. Classification				F. Approved By			
Remarks: All sick and annual leave to be transferred to Department of State.							

**SECRET**

Continued on reverse side.

REQUEST FOR PERSONNEL ACTION															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vac. Frst		5. Sex		6. CS: EOD		
526090		KEENAN THOMAS J				Mo. Da. Yr.			None-0 Code		M I		Mo. Da. Yr.		
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority		10. Appt. Aff'day			11. FEGLI		12. LCD		13. Yes-1 Code		
Mo. Da. Yr.		Yes-1 Code No-2		50 USCA 403 J		Mo. Da. Yr.			Yes-1 Code No-2		Mo. Da. Yr.		Yes-1 Code No-2		
01 29 53		1									05 20 57		2		

PREVIOUS ASSIGNMENT													
14. Organizational Designations						Code		15. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT DDP WH						4680		WASH., D. C.				75013	
16. Dept. Field		Code		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
DDP WH		1		OPS OFF				090659		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number			
09 2		\$ 6135		D		Mo. Da. Yr.		Mo. Da. Yr.		0320 1998			
						06 15 58		06 12 60					

ACTION			
27. Nature Of Action		Code	
REASSIGNMENT		67	
28. Eff. Date		29. Type Of Employee	
Mo. Da. Yr.		REGULAR	
12 27 59			
30. Separation Data		Code	
		01	

PRESENT ASSIGNMENT													
31. Organizational Designations						Code		32. Location Of Official Station				Station Code	
DDP WH BRANCH III MEXICO CITY, MEXICO STATION						4680		MEXICO CITY, MEXICO				45075	
33. Dept. Field		Code		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
DDP WH		5		OPS OFFICER				4680		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number			
09 2		\$ 6135		D		Mo. Da. Yr.		Mo. Da. Yr.		0135-5700-3000			

SOURCE OF REQUEST	
A. Requested By (Signature And Title)	
B. Request Approved By (Signature And Title)	
C. Request Approved By (Signature And Title)	
For Additional Information Call (Name & Telephone Ext.)	
John Washinko X8212	

CLEARANCES			
Clearance		Signature	
A. Career Board		Date	
B. Post Control		Clearance	
C. Classification		Signature	
Remarks		Date	
2 copies to Security Office.		Approved By	
-X serial processing started in Personnel Center on 10/11/59		12/1/59	

FORM NO. 1 MAR-59

SECRET



SECRET

12 August 1959

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion - Thomas J. KEENAN

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee at CS-7. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. At present he is assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. On the basis of his qualifications and past performance, it is recommended that Keenan be promoted to grade GS-10.

*R. E. Gomez*  
Rudolph E. Gomez  
AC/MHD

SECRET

SECRET

(When Filled In)

X		V to V		V to UV		REQUEST FOR PERSONNEL ACTION										DATE PREPARED		
		UV to V		UV to UV												Mo Da Yr		
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD					
		KEENAN, THOMAS J.				Mo Da Yr			None-0 5 Pt-1 10 Pt-2		Code		1 N 1		Mo Da Yr			
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Appt. Affidavit			11. FEGLI		12. LED		13. P. Code					
Mo Da Yr		Yes-1 Code No-2				Mo Da Yr			Yes-1 Code No-2		Mo Da Yr		Yes-1 Code No-2					

CURRENT ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH III CENTRAL AMERICA SECTION						WASHINGTON, D. C.					
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dep. Code Valid Prin.		2 OPS OFF		70		08		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. P.S. Due		26. Appropriation Number	
9 2		\$6135		D		6/15/58 6/12/61				0235-1000-1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT		T to Confidential		6/15/58		REGULAR		22			

PROPOSED ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT DDP WH				4688		WASHINGTON, D. C.				750/3	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dep. Code Valid Prin.				890659							
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. P.S. Due		43. Appropriation Number	
						6/15/58 6/12/60				0420-1998	

SOURCE OF REQUEST

A. Requested By (Name & Title)		C. Request Approved By (Signature And Title)		Date Approved	
P. C. DOWNS JR. PERSONNEL OFFICER					
B. For Additional Information Call (Name & Telephone Ext.)					
John Wanhinko X6342					

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Pos. Control						E. Release					
C. Classification						F. Approved By					
Remarks											
EXTENDED TRAINING. Assigned training for 6 weeks and then returning to his duty.											
2 copies to Security Office. 6/17/58 To Mr. W. C. H.											

FORM 1152a (USE PREVIOUS EDITION)

SECRET

REPORT TO SUBSTANTIATE PROMOTION TO COMPLETION - Date: 5/58

Desk Reporting: WH/MEXICO

JOT's Specific Duties Now: Presently in training

GS Level of the work to which he is Assigned: Prior to present training assignment his work assignments on the Mexican desk varied from a GS-3 to a GS-7 level

GS Level of His Performance: GS-7

For How Long: Approximately two months

The Quality of the Work He Performs: During his short period on the Mexican desk Mr. Keenan's performance was excellent.

Attitudes:

(a) Toward His Work: Excellent

(b) Toward his Associates (Does He Get Along Well with People?): Excellent, he gets along extremely well with his associates.

(c) Toward the Agency (Career): Excellent

Supervisory Ability (if demonstrated): NA

What do You Estimate His Growth Potential To Be? On what he demonstrated in a short period of time Mr Keenan should rapidly develop into a valuable employee with a high potential. Plans for him: Upon completion of his present training he will be reassigned to WH/Mexico for approximately one year of desk training.

Would You Concur in a Recommendation That He Be Promoted? Yes

JOT: Keenan, Frances

Supervisor

Concur

John P. Brady, WH/Mexico



**SECRET**  
**REQUEST FOR PERSONNEL ACTION**

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS: LOD
126090	KENNAN THOMAS J.	Mo. Da. Yr. 07 23 30	None-0 5 Pt-1 10 Pt-2 1	M 1	Mo. Da. Yr. 05 20 57
7. SC	8. CSC Reim.	9. CSC Or Other Legal Authority	10. Appt. Authority	11. FEGLI	12. LOD
Mo. Da. Yr. 01 29 53	Yes-1 No-2 1	50 USCA 303 J	Mo. Da. Yr. 05 20 57	Yes-1 No-2 05	Yes-1 No-2 2

**PREVIOUS ASSIGNMENT**

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
ODS OTR JUNIOR OFFICER-TRAINEE CORPS	2810	WASH., D.C.	75013
16. Dept. Field	17. Position Title	18. Position No.	19. Serv. 20. Occur. Series
Dept. USM Frn. 2	JOT	0748.16	05 0090.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
09-1	\$ 5985	ST	Mo. Da. Yr. 06 15 58
			25. PSL Due
			Mo. Da. Yr. 06 14 59
			26. Appropriation Number
			8 7507 20

**ACTION**

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT <i>Change of Branch Designation</i>	57	Mo. Da. Yr. 1 25 59	Regular	01	

**PRESENT ASSIGNMENT**

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH Branch III Central America Section	4413	Washington, D. C.	
33. Dept. Field	34. Position Title	35. Position No.	36. Serv. 37. Occur. Series
Dept. X USM Frn. 2	Ops off PP	38-70 13	08 0136.31
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
9-1	\$ 5985	D	Mo. Da. Yr. 1 25 59
			42. PSL Due
			Mo. Da. Yr. 1 25 59
			43. Appropriation Number
			9-3500-20-001

**SOURCE OF REQUEST**

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)
P. C. BOWERS, WH/PERSONNEL OFFICER	
B. For Additional Information Call (Name & Telephone Ext.)	
JOHN WASHINKO, X-8242	

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>[Signature]</i>	1-25-59	D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By	<i>[Signature]</i>	1-25-59

Remarks: 2 copies Security *[Signature]* by CS, AP → 5 1959

VICE: *[Signature]* vacancy

CONCUR: *[Signature]* WILLIAM L. ECCLES, Chief/JOT/IR

FORM NO. 1152  
1 MAR 57

CSFD  
H  
9/1/59

Security *[Signature]* 1/26

SECRET

4 June 1958

Classify According To Code

# REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle) KEENAN, Thomas J.		3. Date of Birth Mo: 06, Da: 27, Yr: 30			4. Vol. Prof. None: 0, Code: 1		5. Sex M		6. CS - EOD Mo: , Da: , Yr:		
7. SCD Mo: , Da: , Yr:		8. CSC Retmt Yes: 1, Code: No: 2		9. CSC Or Other Legal Authority		10. Appt. Affidav Mo: , Da: , Yr:		11. FEGLI Yes: 1, Code: No: 2		12. LEO Mo: , Da: , Yr:		13. ... Yes: 1, Code: No: 2	

## PREVIOUS ASSIGNMENT

14. Organizational Designations IDS/OTR Junior Officer Trainee Corps				Code		15. Location Of Official Station Washington, D.C.				Station Code	
16. Dept. Field Dept: , Field: , Code:		17. Position Title JOT				18. Position No. U 748.15		19. Serv. GS		20. Occup. Series 0090.01	
21. Grade & Step 7 2		22. Salary Or Rate \$ 1660		23. SD ST		24. Date Of Grade Mo: , Da: , Yr:		25. PST Due Mo: , Da: , Yr:		26. Appropriation Number 8-7507-20	

## ACTION

27. Nature Of Action PROMOTION		Code		28. Eff. Date Mo: 06, Da: 15, Yr: 58		29. Type Of Employee		Code		30. Separation Date	
-----------------------------------	--	------	--	---	--	----------------------	--	------	--	---------------------	--

## PRESENT ASSIGNMENT

31. Organizational Designations IDS/OTR Junior Officer Trainee Corps				Code		32. Location Of Official Station Washington, D.C.				Station Code	
33. Dept. Field Dept: , Field: , Code:		34. Position Title JOT				35. Position No. U 748.15		36. Serv. GS		37. Occup. Series 0090.01	
38. Grade & Step 9 1		39. Salary Or Rate \$ 5440		40. SD ST		41. Date Of Grade Mo: 06, Da: 15, Yr: 58		42. PST Due Mo: 06, Da: 15, Yr: 58		43. Appropriation Number 8-7507-20	

## SOURCE OF REQUEST

A. Requested By (Name And Title) Willet L. Eccles C/JOTP		C. Request Approved By (Signature And Title) Willet L. Eccles / COT MATTHEW BAIRD Director of Training	
B. For Additional Information Call (Name & Telephone Ext) Henry L. Berthold x1331			

## CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Pos. Control						E.					
C. Classification						F. Approved By					

Remarks  
This action was considered and approved by the OTR/CSE on 3 June 1958.

FORM 1152a  
3-57

SECRET

**SECRET**  
(When Filled In)

## PERSONNEL DATA SHEET

NAME (Last)		FIRST NAME		DATE																			
KEENAN		JOHN		15 May 1958																			
DATE OF BIRTH		UNIT		MONTHS IN PRESENT POSITION																			
24 June 1930		JOTF/TR		12																			
PRESENT GRADE		EFFECTIVE DATE		POSITION TITLE																			
08-7		20 May 1957		JOT																			
PROPOSED GRADE		PROPOSED T/O SLOT		POSITION TITLE																			
08-9		U 748.16		JOT																			
CIA TRAINING																							
See "Chronological Summary of Experience with CIA and Its Antecedents"																							
EDUCATION																							
BS Marquette University 1953 English and History																							
EXPERIENCE OTHER THAN WITH CIA AND ITS ANTECEDENTS																							
1953-1956 Lt(jg) Comm Officer U.S. Navy																							
CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS																							
<table border="0"> <tr> <td>20 May 57</td> <td>EOD</td> </tr> <tr> <td>27 May-21 June 57</td> <td>IOG</td> </tr> <tr> <td>24-28 June 57</td> <td>Interim assignment, FBID</td> </tr> <tr> <td>1-26 July 57</td> <td>IT</td> </tr> <tr> <td>29 July-23 August 57</td> <td>Interim assignment, ILE/Spain</td> </tr> <tr> <td>26 Aug-27 September 57</td> <td>T-3 Training</td> </tr> <tr> <td>30 Sept 57-7 Jan 58</td> <td>Interim assignment, CI Staff</td> </tr> <tr> <td>8 Jan 58</td> <td>Temporary attachment to Wt/3 for on-the-desk training</td> </tr> <tr> <td>3 Mar 58 - present</td> <td>OC #6</td> </tr> </table>						20 May 57	EOD	27 May-21 June 57	IOG	24-28 June 57	Interim assignment, FBID	1-26 July 57	IT	29 July-23 August 57	Interim assignment, ILE/Spain	26 Aug-27 September 57	T-3 Training	30 Sept 57-7 Jan 58	Interim assignment, CI Staff	8 Jan 58	Temporary attachment to Wt/3 for on-the-desk training	3 Mar 58 - present	OC #6
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3 Mar 58 - present	OC #6																						
CAREER DEVELOPMENT PLAN																							
RECOMMENDED BY																							
WILLIAM J. BOGGS, Chief/ICM/4																							
CONCURRENCES																							
JUN 2 5 1958																							
RECOMMENDATION OF SENIOR OFFICIAL OR APPROPRIATE PANEL																							
DATE OF ACTION																							
JUN 11 1958																							



SECRET

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

1. After attending IGC and IT, in which he made excellent grades, Keenan was placed on an interim basis with WE/Spain for four weeks. He then entered TSS Training, where he again did excellent work. He then was placed for three months with the CI/ICD -- he had evinced interest in CE work -- before he was assigned for on-the-desk training with WH/3. On 3 March he entered OC and will return to WH/3 upon the completion of this course. Interim evaluation from OC shows that Keenan has four satisfactory grades. Throughout his training, formal and on-the-desk, Keenan has been commended: "alert with definite potential for CE work - thorough and intricate - on the Mexican desk performance was excellent - gets along extremely well with associates - attitude toward Agency excellent - should rapidly develop into a valuable employee with high potential - a very pleasant young man, interested and cooperative - gives promise of being a sound intelligence officer."
2. There is one other JOT under the supervisor. He is GS-9 and replaced subject, doing the same work, when subject left for OC. Subject's Spanish is not so well developed as that of the GS-9 JOT; otherwise there is little difference in their production.
3. On the CI Staff subject's performance was equal to that of other JOT's under the supervisor. During his time on the desk with WH/3, Keenan's performance was at a level comparable to that of one other JOT of higher grade.
4. Keenan came to the JOTF with a good college record and excellent experience as officer-in-charge of sixty officers and enlisted men in a Navy communications center. His rank was Lt(12). He has a fair working knowledge of Spanish. To date he has shown high motivation, adaptability, and an intelligent approach to his job.
5. Keenan has had no opportunity to demonstrate supervisory ability.
6. WH concurs in this promotion.
7. It is recommended that Keenan be promoted from GS-7 to GS-9.

Walter F. Zickler/co  
L. L. EGOLIS

SECRET

Attn : C/WH  
: C/WH/1

14 January 1958

C/Junior Officer Training Program/TR

Attachment of Junior Officer Trainee THOMAS J. KEENAN

1. As agreed by Mr. Brady of your Division and Mr. O'Gara of the JOT Program, JOT Thomas J. Keenan is attached to WH/1 for a one-year tour effective 6 January 1958. Administrative instructions are attached. At the conclusion of this tour, we will decide mutually whether or not to continue this attachment.
2. The purpose of this on-the-job tour is to train Keenan in Headquarters procedures and the duties of a Headquarters case officer, the ultimate objective being to prepare him for an overseas assignment.
3. It is understood that after a JOT has been attached to the desk for six months as a trainee, the supervisor will provide C/JOTP with a critical evaluation of the subject's performance in those elements listed in paragraph 2.
4. Keenan has attended IOC and ETC. It is understood that he will attend the Operations Course beginning 3 March. The JOTP will consider supporting any additional training necessary for Keenan's anticipated assignment.
5. Please send to the C/JOTP as quickly as convenient an outline of the activities the JOT will pursue as suggested by the appended sample. It is understood that the program for the JOT is flexible and may be altered from time to time to meet your operating needs, after consultation with the JOT Program.

FOR THE DIRECTOR OF TRAINING:

Attachments: 3

WILLET L. ECCLES

WH/1 BODW

WH/1 1 20 JAN 23

OFFICE OF THE DIRECTOR OF TRAINING

STANDARD FORM 52  
FORM 52-1 (Rev. 1-1-57)  
GSA GEN. REG. NO. 27  
MAY 1957 EDITION  
GSA GEN. REG. NO. 27

REQUEST FOR PERSONNEL ACTION

VOUCHERED

FC 17  
C 7673

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) <b>Mr. Thomas J. Keenan</b>	2. DATE OF BIRTH <b>29 June 1930</b>	3. REQUEST NO. <b>C-7673</b>	4. DATE OF REQUEST <b>8 Feb 57</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Excepted Appointment</b>		6. EFFECTIVE DATE A. PROPOSED: <b>ASAP</b>	7. C.S. OR OTHER LEGAL AUTHORITY <b>50 USC</b>
8. POSITION (Specify whether establish, change grade or title, etc.)		9. APPROVED <b>20 May 57</b>	10. <b>403</b>

11. FROM— <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. POSITION TITLE AND NUMBER <b>7.0. (Gen)</b>	13. SERVICE, GRADE, AND SALARY <b>0090.01</b> <b>GS-0132,06-7</b>	14. ORGANIZATIONAL DESIGNATIONS <b>DDS/OTR</b>	15. HEADQUARTERS <b>Washington, D.C.</b>	16. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL
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17. REMARKS (Use reverse if necessary)

\*Subject is quintuple slotted for recruiting purposes.

Temporary action subject to confirmation by DTR.

18. REQUESTED BY (Name and title) <b>Dr. Willet L. Eccles C/JOTP</b>	19. REQUEST APPROVED BY Signature: <b>Matthew Baird</b> Title: <b>Director of Training</b>
20. FOR ADDITIONAL INFORMATION ONLY (Name and telephone extension) <b>Henry L. Parthold 4633</b>	

21. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-YR <input checked="" type="checkbox"/> 10-YR <input type="checkbox"/> LARGE <input type="checkbox"/> OTHER <input type="checkbox"/>	22. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>10C</b> <b>SD-ST</b>
--	--

23. SEX <b>M</b>	24. RACE <b>W</b>	25. APPROPRIATION FROM: <b>7-7507-20</b> TO: <b>7-7507-20</b>	26. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <b>YES</b>	27. DATE OF APPOINTMENT/AFFIDAVIT (ACCESSORS ONLY) <b>20 May 57</b>	28. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Wisc</b> DOB: <b>01/29/32</b>
---------------------	----------------------	---	---	--	---

29. STANDARD FORM 50 REMARKS

cc-078

Subject to final control and medical.

30. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR PCS CONTROL	<b>WLP</b>	<b>10 FEB 57</b>	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL			
E.			
F. APPROVED BY <b>Det C. Lenczinski / WDA to 12 Feb 57</b>			

OFFICE/DIVISION WITHST SEC: **24/68**  
10 MAY 1957  
Date  
Fourteen Con. Ck.



2 May 1957

Mr. Thomas J. Keenan  
42 East Pollett Street  
Fond du Lac, Wisconsin

Dear Mr. Keenan:

This will confirm your entrance-on-duty date of 20 May 1957 with this Agency at Grade GS-7, salary \$4525.00 per annum.

Your permanent employment will depend upon the completion of the following processing at the time of entering on duty: taking the oath of office, signing a loyalty affidavit, participating in a final security interview and completing a medical examination which will include determination of physical health and emotional stability. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment.

Please report to the Receptionist at Curle Hall at 8:15 a.m. and ask for Mrs. Anna L. Phillips on 20 May 1957. Curle Hall is located at the intersection of 23rd Street, Independence Avenue, and Ohio Drive, S. W., with entrance on Ohio Drive.

Under existing Agency regulations we are not authorized to bear the expense of moving yourself, your dependents or your household goods from your present address to Washington, D. C.

The gross salary quoted will be subject to deductions for Federal income tax and 6 1/2 percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance are available to Federal civilian employees. The enclosed pamphlet

outlines the features of the program and lists the amount which will be deducted from your salary each pay period for this term insurance. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Waiver of Life Insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements may be made for a temporary loan with a financial institution if necessary.

Very truly yours,

G. M. Stewart  
Director of Personnel

Enclosures (2)  
Life Insurance Pamphlet  
Map

OP/CORRES/dm(Phillips)

24

PERSON CALLED: Keenan, Thomas John  
LOCATION: Frank du Lac, N. Mex.

DATE OF CALL

2014

THE FOLLOWING IS DECISION WITH THE ABOVE PERSON

✓ GS-7 \$4525.00

✓ The appointment is approved subject to the following conditions at the time of reporting on duty.

✓ Thick coat of oil and inner layer of gravel

✓ C. 101.4. a. Military medical examination at our medical center.

✓ CONFIDENTIAL

1. You will be "1-10" - Encl. and so on. I have had, at which

[illegible]

1. The first step is to identify the problem or goal. This involves understanding the current situation and what needs to be achieved.

1. The first step in the process of determining the value of a property is to identify the property and its location. This is done by obtaining a description of the property from the owner or a reliable source, and then locating it on a map or in a field.

DEFINITION: A person who is a member of a group, organization, or community.

if you're in a position to do so, you should be in a position to do so.

100-443887-100

front  
att. 4156/K9  
cup-

EMPLOYMENT INFORMATION

- Are you now employed by the Federal or District Government?
- (a) If so we have to arrange a release date with the Agency.
  - (b) If so ask about lump sum payment made for annual leave due.
  - (c) Bring a S.F. 50 or pay-oll change slip with you the day you enter on duty if you now receive a higher salary than what we are offering you.

RESULTS OF CALL:

Subject will EOD 20 May 1957

Subject will write and advise us of date of EOD.

Subject declined offer of Appointment.

REASON FOR DECLINATION:

Subject advised to send letter of declination.

OTHER:

Explain other questions raised, commitments made, etc.

4/56

DATE

Wey  
APPOINTMENT CLERK



WESTERN UNION

SENDING BLANK

CALL  
LETTERS QDB

CHARGE TO CENTRAL INTELLIGENCE AGENCY 25 APRIL 1951

MR. THOMAS JOHN KEZIAN  
42 EAST POLLETT STREET  
FOND DU LAC, WISCONSIN

APPOINTMENT APPROVED AT GS-7, \$4525.00 PER ANNUM. PLEASE  
CALL MRS. PHILLIPS, COLLECT, EXECUTIVE 3-6115, EXTENSION  
2781 IMMEDIATELY TO ARRANGE ENTRANCE ON DUTY DATE.

*O. M. Stewart*  
O. M. STEWART *cmg*

Send the above message, if it is the terms on back hereof, which are hereby agreed to

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD  
1500-10-0-001

8 April 1957

Mr. Thomas John Keenan  
42 East Follett Street  
Fond du Lac, Wisconsin

Dear Mr. Keenan:

We are pleased to inform you that your application for employment with this Agency has been reviewed with interest by appropriate officials and that actual processing has been initiated for a position at Grade GS-7, salary \$4526.00 per annum.

Your final appointment is dependent upon a number of factors including character and reference investigations, and other processing procedures. You may be sure that this processing is being accomplished as rapidly as possible.

Please notify us of any changes in your present status such as change of address, employment, marital status, etc. If it should develop that you cannot accept the position, please let us know immediately. If you have any questions concerning your application, please do not hesitate to get in touch with us. Your future correspondence or inquiries should be directed to the attention of Mrs. Anna L. Phillips.

Members of this Agency are entitled to the regular United States Government leave and retirement benefits. Our salaries conform to the rates prescribed by Congress for United States Government agencies.

Thank you for your cooperation and patience during this waiting period.

Very truly yours,

G. M. Stewart  
Director of Personnel

OP/CORRES/bjs(Phillips)

4 March 1957

Mr. Thomas John Keenan  
42 East Follett Street  
Fond du Lac, Wisconsin

Dear Mr. Keenan:

This will confirm your recent telephone conversation with a member of my staff.

We have scheduled the necessary interviews and pre-employment medical examination, which will include determination of physical health and emotional stability, for you on Wednesday and Thursday, 13 and 14 March. We ask that you call Mr. Henry Berthold on EXecutive 3-6115, extension 4331, on the morning of 13 March to arrange an interview for that afternoon. Please report to our Medical Office which is located on Central Building, 2430 E Street, N. W., at 8:30 a.m. on 14 March.

This is not an offer of employment, but your transportation expenses from Fond du Lac to Washington, D. C., and return will be borne by the Government. You will also be paid a per diem allowance in lieu of subsistence during the time you are in travel status. First-class travel is authorized. If you so choose, travel is authorized by privately-owned automobile, the total cost not to exceed the cost of travel by common carrier. If you travel by air or rail, it is requested that you retain the ticket stubs to support the reimbursement voucher. You will not be reimbursed for expenses incurred for several weeks after your visit.

Thank you for your interest and cooperation.

Very truly yours,

G. M. Stewart  
Director of Personnel

OP/CORRE /bjs(Berthold)

CONFIDENTIAL  
(When Filled In)

PERSONNEL ACTION ROUTING SHEET

NAME (Last-First-Middle)

*William Thomas J.*

OFFICE

TRAY

*OTR*

NEW HIRE

PROMOTION

TRANSFER OF FUNDS

REASSIGNMENT

SEPARATION

OTHER

ACTION OFFICE

DATE RECEIVED

DATE DISPATCHED

INITIALS

REMARKS

FILES SECTION

*2/5/57*

*2/13/57*

*S.B.*

POSITION CONTROL

*18 FEB 1957*

*18 FEB 1957*

*WAK*

PAB

POSITION CONTROL

STATUS

POSITION CONTROL

FILES SECTION

HOLD FOR FITNESS REPORT

SLOT NOW BLOCKED

HOLD FOR S-4

HOLD FOR SECURITY CONCURRENCE

HOLD OFFICE OVER CEILING

REMARKS CONTINUED

FORM NO. 798

REPLACES FORMS 89, 878, AND 11-126 WHICH ARE OBSOLETE.

CONFIDENTIAL

(18-80)



**SECRET**  
(When Filled In)

# REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE) <b>KEETMAN, THOMAS JOHN</b>				REQUEST NO. (1-5) <b>C-7673 OTR</b>	
POSITION TITLE <b>JOT</b>				REQUEST DATE (1-11) <b>13 Feb. 1957</b>	
LOCATION (CITY, STATE, COUNTRY) <b>Washington, D. C.</b>				YEAR OF BIRTH (20-50) <b>1930</b>	
POSITION NUMBER (31-55) <b>U-748-16</b>		SECURITY CODE (01-45) <b>0070,01</b>		GRADE (1-7) <b>05-07</b>	
ASSIGNMENT OFFICE (1-10) (11-15) (16-20) (21-25) (26-30) <b>DIS/OTR/JOTC</b>		CONVERSION ACTION		ORCA CODE (40-45) <b>1</b>	
TYPE OF APPLICANT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY		IF OTHER, SPECIFY		TYPE OF APPL. (50) <b>1</b>	
NAME OF REQUESTER (OR OFFICIAL) <b>O. V. Stewart</b>		TYPE OF ASSIGNMENT AND FUNDS <input checked="" type="checkbox"/> POS <input type="checkbox"/> LEV <input type="checkbox"/> FF <input checked="" type="checkbox"/> UV		MODIFIED FUND (50) <b>2</b>	
CLEARANCE REQUIRED		PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)		CLEARANCE (51) <b>3</b>	
ATTACHMENTS <input checked="" type="checkbox"/> 1 PERSONAL HISTORY STATEMENT <input checked="" type="checkbox"/> 2 PHOTOGRAPH(S)		APPENDIX I <input checked="" type="checkbox"/> REQUEST FOR WAIVER		SECURITY CODE (55-58) <b>078</b>	
VETERANS STATUS <input checked="" type="checkbox"/> MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN		APPENDIX II <input checked="" type="checkbox"/> REPORT OF INTERVIEW		VET PREF. S. SER. (59) <b>1</b>	

REMARKS:  
  
**JOT CASE PLEASE EXPDITE**

1 (30); 1 (OTF)

SPACE BELOW FOR SO USE ONLY

☐ UNCLASSIFIED

☐ CIA INTERNAL  
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO/JUTP

NO

DATE

11 February 1957

TO: (Officer designation, room number, and building)

DATE

RECD

FWD

OFFICER'S  
INITIALS

COMMENTS: (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Odor/JUTP

2.

NO/JUTP

3.

IFS

4.

AZERS

5.

Berthold

6.

507 PE

7.

JOT/PO

8.

Corres.

9.

Berthold

10.

11.

12.

13.

14.

15.

1. & 2. For signature.

3. For processing.

5. IF tests.

6. Please bring to DC at 9:00 + arrange for PZMT interview.

8. Please confirm telecon re he is to call Berthold EX...4321 on morning of Wednes. 13 March to arrange interviews for that afternoon. PE: Thurs., 14 March Travel at govt exp (per Jot EX...4321).

9. SP interview.

(3) Initiation letter (Guille)

FORM 1 DEC 53 610 USE PREVIOUS EDITIONS

☐ SECRET

☐ CONFIDENTIAL

☐ CIA INTERNAL  
USE ONLY

☐ UNCLASSIFIED

4 February 1957

Mr. Thomas John Keenan  
42 East Foilett Street  
Fond du Lac, Wisconsin

Dear Mr. Keenan:

Your application for employment with this Agency is presently under active review. Appropriate members of our staff will determine whether we have a position available for a person of your qualifications. Although we cannot predict the length of time needed for this review, we will make every effort to expedite a determination. Should there be unavoidable delays in reaching a decision, we shall do our best to keep you as fully informed as possible regarding the status of your case.

In the meantime, if you should have any questions, feel free to get in touch with us by mail. We ask your patience and assure you of our desire to make the review period as short as is compatible with the careful evaluation to which we feel each case is entitled.

Very truly yours,

G. M. Stewart  
Director of Personnel

OF/CORRES/lap(Hogan)

CONFIDENTIAL  
(When Filled In)

REPORT OF INTERVIEW		1. DATE OF INTERVIEW	2. PLACE
3. PREVIOUS APPLICATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		13, 26 Jan 1957	Madison, Wis.
4. INTERVIEWER L H Gage		5. REFERRED BY Marquette Univ, Placement	
6. TYPE OF PRINT IN CAPS LAST NAME KELVAN		FIRST NAME THOMAS	MIDDLE NAME JOHN
7. PERMANENT ADDRESS		TELEPHONE	
8. BUSINESS ADDRESS		TELEPHONE	
9. TEMPORARY ADDRESS 42 East Follett St., Fond du Lac, Wis.		TELEPHONE 3527	
10. DATE OF BIRTH 29 June 1930	11. CITIZENSHIP <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> OTHER (Specify country)		
11. PLACE OF BIRTH Fond du Lac, Wis.	12. U.S. CITIZENSHIP ACQUIRED BY <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> NATURALIZATION		13. IF NATURALIZED INDICATE DATE
14. <input checked="" type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED		15. NO. OF DEPEND. (Excluding wife) 0	
16. FOREIGN RELATIVES INCLUDING WIFE (Ref: 10-6) none			
17. EDUCATION (Schools, degrees, dates, majors, thesis title, grade average or class standing, extra-curricular activities, etc.) Marquette Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History) Active in intermural sports. Part-time employment.			
18. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving) Summer jobs cited in PHS.			
19. MILITARY EXPERIENCE (Branch, service no., stations, training dates, command responsibilities, rank held, promotion status, current proficiency and interest). INCLUDE ALSO DRAFT, ACTIVE MILITARY OR RETIRED STATUS. Affiliation with USNR began May 1953. Accepted for Navy CCS. AD commenced July 1953. Commissioned Nov 1953. 2 months at HQ Eastern Sea Frontier. Dec 1953; assigned to radar facility, radio station, Beaver Tail Point, Jamestown, R. I. Duty as commo watch officer, commo officer, commo and electronics officer. Asst. officer in charge and officer in charge. Temp. promotion to Lt(jg) 20 Jan 1955. Just received permanent rank as Lt(jg). USNR, inactive. Separated Nov 1956.			

Form 83 182 SEP 54  
1 SEP 54

CONFIDENTIAL

10-101



CONFIDENTIAL  
(When Filled In)

19. AREA KNOWLEDGE (Areas: type of knowledge, how acquired, etc.)

20. LANGUAGE FACILITY (Give tests when skill warrants and rate below)

LANGUAGE	NATIVE FLUENCY	FLUENT BUT FOREIGN	ADEQUATE FOR TRANSLATION	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED	ACQUIRED BY

21. SALARY REQUESTED

05-7

22. ACCEPTABLE STATION

WASHINGTON, D.C.

ANYWHERE IN U.S.

OVERSEAS

23. POOL INTEREST

☒ YES

☒ NO

PREFERENCE LIMITATIONS

24. HEALTH

Good

25. FORMS GIVEN

DC-700

DC-701

DC-702

DC-703

DC-704

DC-705

DC-706

26. EVALUATION AND RECOMMENDATION (Appearance, manner, personality, maturity, motivation, flexibility, intelligence, emotional stability, qualifications for intelligence work, career planning, over-all impression, pertinent unfavorable factors)

Keenan is a really impressive fellow in all respects. His appearance is immaculate, there is a youthful charm about him, his discourse is articulate and nicely paced, and he has a very congenial disposition. He has reached a ~~very~~ satisfactory level of maturity and discretion, I have no doubt. He has humility and poise. He is now at a critical juncture in his life--just out of service, with an optimistic outlook on life, and anxious to enter into career employment. His attitude toward govt. and CIA in particular is entirely favorable. After our initial interview he wanted some time to think it over, and to have other interviews. He called me within a matter of days, saying he was ready to make formal application. Both he and his wife are enthusiastic over the JOT program. She is an attractive young lass who has lived most of her life in S. America where her father is an engineer for GMC. She is bi-lingual. Keenan asked searching but discreet questions about conditions of employment, career development, and the like. He is familiar with the security environment, and anticipates no difficulty adapting himself to our requirements. Note his steady progress in the Navy. He appears to be a natural for career training. He is a likeable fellow, full of curiosity and ambition, and I believe he has a good mind. Participation in the mission of the agency appeals to him very strongly. Presently not employed, he is prepared to seek temporary work if available, or simply to wait out the processing period. His interest is centered wholly in this application. In fairness to him an early decision on eligibility is advised. I regard him as a wholesome, disciplined, energetic fellow, with real potential for us.

Self-administered tests will be forwarded soon.

27. RECOMMENDED FOR

OTR/JOT

28. SERIAL NUMBERS

29. TESTS

To be tested in Madison 16 Feb 1957

30.

*JH Gray*

23 Jan 1957

CONFIDENTIAL

1500 Sunday Jan 13

42 East Follett St.  
Fond du Lac, Wisconsin  
January 3, 1957

Mr. L. H. Gage  
Box 201  
Madison, Wisconsin

Dear Sir:

I have been recently released from active duty with the U. S. Navy, and am interested in obtaining information as to my qualifications for a career position with CIA. Although I do not hold a Master's Degree, I feel that my experience and interest make your consideration of my qualifications worthwhile. Any arrangements you may care to make regarding a personal interview will be acceptable to me.

Sincerely,

  
Thomas J. Keenan

TJK:nk

Acknowledged 1-7 with  
suggestion to come to Helon.

Age: 26

Married: no children

Height: 5'11" Weight: 175

**Job Interest**

Career position with the Central Intelligence Agency.

**Education**

Public High School. Graduate of Marquette University, Class of 1953 with B. S. Degree in Liberal Arts. Majors in English and History. Grade transcript furnished upon request.

**Military status**

Veteran. U. S. Navy 3 years, 4 months. Graduate of Officer Candidate School. Duty generally in Communication and administration billets. Background Investigation completed 31 August 1954 by DIO Third Naval District. Last billet held was that of Officer in Charge, U. S. Naval Radio Station, Beaver-tail Point, Rhode Island. Released from active duty, November, 1956, as Lieutenant Junior Grade.

**Hobbies and Interests**

Sports: tennis and golf; reading, and informal discussions.

**References**

Furnished upon request.

**Interview**

At your convenience.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

Applicant Information  
Sheet No. 1

To all persons applying for employment  
with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant  
status with the Central Intelligence Agency. No application may proceed  
beyond this first step if the applicant is not in agreement with the  
conditions stated below:

General Considerations:

1. The National Security Act of 26 July 1947 (Public Law 253, 80th  
Congress) which created the Central Intelligence Agency places upon the  
Agency the responsibility:

- a. "to advise the National Security Council in matters concerning  
such intelligence activities of the Government departments and agencies  
as relate to the national security;
- b. "to make recommendations to the National Security Council  
for the coordination of such intelligence activities of the depart-  
ments and agencies of the Government as relate to the national  
security;
- c. "to correlate and evaluate intelligence relating to the  
national security, and provide for the appropriate dissemination  
of such intelligence within the Government . . . ;
- d. "to perform, for the benefit of the existing intelligence  
agencies, such additional services of common concern as the National  
Security Council determines can be more efficiently accomplished  
centrally;
- e. "to perform such other functions and duties related to  
intelligence affecting the national security as the National Security  
Council may from time to time direct."



The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.


2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding  
and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

  
(Signature of Applicant)

SECRET

REPRODUCTION MASTERS

ZIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

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L48 100 020

\*PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962.\*

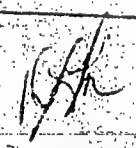
EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	ORG.	SCH-GR-STEP	NEW SALARY
KEENAN THOMAS J	0026090	LA	GS 15 4	\$39,789
				8561

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. ROUNDS		5. WORK HOURS	
JEDU70		KEENAN THOMAS J		D.C. LES					
6. OLD SALARY RATE		7. NEW SALARY RATE		8. EFFECTIVE DATE		9. TYPE ACTION		10. WGI-OSI-ADJ	
Grade	Step	Salary	Low Eff Date	Grade	Step	Salary			
15	4	\$39,789	05/13/76	15	5	\$40,955	05/13/76		
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE SIGNATURE: <i>Thomas J. Keenan</i> DATE: <i>11/1/78</i> <input type="checkbox"/> NO EXCESS LEAVE <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LEAVE STATUS AT END OF WAITING PERIOD CLIENTS INITIAL: <i>WJ</i> FORM 10-75 550E PAY CHANGE NOTIFICATION									



**SECRET**  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)			
0126040		KEFNAN THOMAS J			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
REASSIGNMENT			MO DA YR		
			01 01 77		
6. FUNDS			7. TAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY
<input type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input checked="" type="checkbox"/> V TO CF <input checked="" type="checkbox"/> CF TO CF			7135 4528 0001		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDO/LA DIVISION			WASH., D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
OPS OFFICER CH			CP25		DYB
14. CLASSIFICATION (SCHEDULE GS, SA, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP		17. SALARY OR BAH
GS		0130-01	15		
18. REMARKS					
CHANGE OF SERVICE DESIGNATION FROM DGB TO DYB					
SIGNATURE OR OTHER AUTHENTICATION					
					

FORM 1100B  
8-72 (MCS-3-75)

Use Previous  
Edition

**SECRET**

12-00000-1 OF 01-00000-1 (10-511)

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SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. (FILL IN) NUMBER		2. NAME (LAST, FIRST, MIDDLE)									
020050		KEENAN, THOMAS, J.									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND CHANGE OF NSCA						02-01-77		REGULAR			
6. FUNDS		7. TO: V.		8. TO: CF		9. PAN AND NSCA		10. CMC OR OTHER LEGAL AUTHORITY			
FUNDS		V. TO V.		V. TO CF		7135 4525		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATION						12. LOCATION OF OFFICIAL STATION					
DDO/LA DIVISION OPERATIONS STAFF						WASH., D.C.					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
OPERATIONS OFFICER						CN55		OYB			
16. CLASSIFICATION SCHEDULE (LA ONLY)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
CS				0135.01		15 4		37167			
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTIVITY CODE		22. OFFICE CODE		23. STATION CODE		24. INTEREST CODE		25. MONTH CODE		26. DATE OF BIRTH	
37		10		75013						06-29-30	
27. DATE OF GRANT		28. DATE OF LIT		29. DATE OF BIRTH		30. DATE OF BIRTH		31. DATE OF BIRTH		32. DATE OF BIRTH	
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45. DATE OF BIRTH		46. DATE OF BIRTH		47. DATE OF BIRTH		48. DATE OF BIRTH		49. DATE OF BIRTH		50. DATE OF BIRTH	
51. DATE OF BIRTH		52. DATE OF BIRTH		53. DATE OF BIRTH		54. DATE OF BIRTH		55. DATE OF BIRTH		56. DATE OF BIRTH	
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FORM 1150  
574 MAR 75USE PREVIOUS  
EDITION

SECRET

E. B. BAKER CO. DT-107-EP-1 (1-5)

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11541 PURSUANT TO AUTHORITY OF E.O. AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND E.O. DIRECTIVE DATED 6 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	GRADE	PLACES	OF	STES	NEW SALARY
KEENAN, TERENCE J.	024050	GS 300	OF	GS 15	4	\$37,167



**SECRET**  
[Marked Filled box]

## NOTIFICATION OF PERSONNEL ACTION

FORM 1150  
9-72 (Rev. 8-72)

Use Previous  
Edition

~~SECRET~~

EXHIBIT CL 84-0075

— 12 —



1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. (WOP) NO. OF	
026040		NIELAN THOMAS J		51 557		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	WGI	QSI
GS-15	3	\$33,357	05/25/75	GS-15	4	\$34,441	05/23/76		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE <i>R. S. Soren</i>						DATE <i>7/6/76</i>			
<input checked="" type="checkbox"/> NO EXCESS (WOP) <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> (WOP) STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS <i>JS</i> FORM 10-73-500E (Previous Editions)									
PAY CHANGE NOTIFICATION									

15 JAN 76

SECRET

(When Filled In)

# NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 26099		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA		4. EFFECTIVE DATE MO DA YR 01 13 76	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V X	V TO CF CF TO CF	7. PAN AND NSCA G135 0623	8. CSC OR OTHER LEGAL AUTHORITY 51 USC 423 J
9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION DEVELOPMENT COMPLEMENT		10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
11. POSITION TITLE OPERATIONS OFFICER		12. POSITION NUMBER DCOF	13. SERVICE DESIGNATION DCS
14. CLASSIFICATION SCHEME (DA 18-003) GS	15. OCCUPATIONAL SERIES \$136.01	16. GRADE AND STEP 15 3	17. SALARY OR RATE 33397
18. REMARKS TRAINING			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 07	20. EMPLOY CODE 13	21. DATA CODES NUMERIC 51337 ALPHABETIC LA	22. STATION CODE 75013
23. INTEREST CODE 1	24. HOURS CODE 1	25. DATE OF BIRTH MO DA YR 10 29 32	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. NTE EXPIRES MO DA YR XX XX	29. SPECIAL RESERVE 1. YES 2. NO	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REG NO	34. SEX
35. VET. PREFERENCE CODE 0. NONE 1. 5 PT 2. 10 PT	36. SEP. COMP DATE MO DA YR	37. LONG. COMP DATE MO DA YR	38. CAREER CATEGORY CAR BSW CODE ENR BSW
39. FEDERAL TAX DATA FORM EXECUTED CODE 1. YES 2. NO	40. NO TAX EXEMPTIONS CODE	41. HEALTH INSURANCE CODE 0. HEALTH 1. YES	42. SOCIAL SECURITY NO
43. STATE TAX DATA FORM EXECUTED CODE 1. YES 2. NO	44. NO TAX EXEMPTIONS CODE	45. HEALTH INS CODE	46. STATE CODE
47. SIGNATURE OF OTHER AUTHENTICATION			

FORM 1152  
576 May 10 74

Use Previous  
Edition

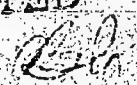
SECRET

STANDARD FORM 1152-74

15 JAN 76

MP: 04 AUG 75

SECRET  
(When Filled In)

OCF NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION CONVERSION FROM FSR STATUS						4. EFFECTIVE DATE 08 02 75		5. CATEGORY OF EMPLOYEE REGULAR			
6. FUNDS		V TO V		V TO CF		7. FAN AND NSCA 6135 0984		8. CSC OR OTHER AGENCY AUTHORITY 0001		50 USC 463 J	
9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION						10. LOCATION OF OFFICIAL STATION KINGSTON, JAMAICA					
11. POSITION TITLE CHIEF OF STATION						12. POSITION NUMBER CT28		13. SERVICE DESCRIPTION DOB			
14. CLASSIFICATION SCHEDULE (SEE 15. 16. 17.) GS				15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP 15 3		17. SALARY OR RATE 31806			
18. REMARKS KINGSTON, JAMAICA											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 56		20. EMPLOY CODE 10		21. OFFICE CODING 51875 LA		22. STATION CODE 37043		23. PAY CODE 3		24. DATE OF BIRTH 06 29 30	
25. DATE OF CHANGE		26. DATE OF LIT		27. SPECIAL REFERENCE 84		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. SECURITY RSO NO	
31. VET PREFERENCE		32. SERV COMP DATE		33. LONG COMP DATE		34. CAREER CATEGORY		35. REGALY HEALTH INSURANCE		36. SOCIAL SECURITY NO	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE		38. LEAVE CAT CODE		39. FEDERAL TAX DATA		40. STATE TAX DATA		41. NO. OF DEPENDENTS		42. NO. OF DEPENDENTS	
43. NO. OF DEPENDENTS		44. NO. OF DEPENDENTS		45. NO. OF DEPENDENTS		46. NO. OF DEPENDENTS		47. NO. OF DEPENDENTS		48. NO. OF DEPENDENTS	
SIGNATURE OR OFFICIAL AUTHENTICATION											
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FORM 1123  
D-75-100 9-75

Use Previous  
Edition

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PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF  
TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF  
DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI  
DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	875	CF GS 15 3	\$33,397



SECRET  
(When Filled In)

# NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
		WELLS, THOMAS J.	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT - CHANGE OF FUNCTIONAL CATEGORY		MO DA YR	
		1967	
6. FUNDS	7. FAN AND NSCA	8. CSC OR OTHER SECAG AUTHORITY	
V TO V C TO V	V TO C C TO C	SEC AGC 107-1	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDO/LA DIVISION FOREIGN FIELD AMEMB, JAMAICA STATION		JIMSTON, JAMAICA	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESCRIPTION
ATTACHE POLITICAL OFFICE CHIEF OF STAFF		1000	
14. CLASSIFICATION SCHEDULE (SA, AB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSK 35	OT55-05	GS-1 15-2	2101.5 2101.2
18. REMARKS			
JIMSTON, JAMAICA			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
37	10	LA	704
23. NTS LINES	24. SPECIAL REFERENCE	25. RETIREMENT DATA	26. SEPARATION DATA CODE
	64		
27. VET PREFERENCE	28. SERV COMP DATE	29. LONG COMP DATE	30. CAREER CATEGORY
31. PREVIOUS CIVILIAN GOVERNMENT SERVICE		32. LEAVE CAT CODE	
33. FEDERAL TAX DATA		34. SOCIAL SECURITY NO	
SIGNATURE OR OTHER AUTHENTICATION			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>POSTED</p> <p>OK 1/1/75</p> </div>			

FORM 1120  
9-72 (Rev. 8-73)

SECRET

1.1 (MAY 1971) O. 87-09 (MAY)

1110

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED,  
YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

KEENAN THOMAS J

026090

41350984

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUND		5. LWOP HOURS	
C20C5C		KEENAN THOMAS J		S.I. 875		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE					
Grade	Step	Salary	Low PM/Line	Grade	Step	Salary	EFFECTIVE DATE	8. TYPE ACTION	
GS 15	2	\$30,812	CS/26/74	GS 15	3	\$31,860	CS/25/75	WGI	ADJ.
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE							DATE		
<i>George A. Williams</i>							1/7/75		
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> ON PAY STATUS AT END OF PAYMENT PERIOD <input type="checkbox"/> LWOP STATUS AT END OF PAYMENT PERIOD									
CLERK'S INITIALS <i>DB</i>									
FORM 10-73 560E Use previous editions									
PAY CHANGE NOTIFICATION									
(4-51)									

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF  
TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI  
AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND CCI DIRECTIVE  
DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME  
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP  
026090 51 875 CF GS 15 2

NEW  
SALARY  
\$30,812



CS: 30 MAY 74

SECRET  
(When 9 Aug 74)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)									
025130		KEEHAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						25   20   74		REGULAR			
6. FUNDS		7. TO V		8. TO CP		9. PAY AND NSCA		10. CSC OR OTHER LEGAL AUTHORITY			
C TO V		X		CP TO CP		4135 0984 1001		SJ USC 423 J			
11. ORGANIZATIONAL DESIGNATION						12. LOCATION OF OFFICIAL STATION					
DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION						KINGSTON, JAMAICA					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
ATTACHE POLITICAL OFFICER CHIEF OF STATION						2663		D			
16. CLASSIFICATION SCHEDULE (GS, GS-12, etc.)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OF RATE			
FSR GS				0136.05		24 1 15 2		20677 29205			
20. REMARKS											
KINGSTON, JAMAICA											
HOME BASE: WH											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODE		24. STATION CODE	25. INTER-VIS CODE	26. NUMBER CODE	27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LEI		
22	10	51275 WH		37043	S	3	06   29   30	05   26   74	05   26   74		
30. DATE OF BIRTH		31. SPECIAL REFERENCE		32. RETIREMENT DATA		33. SEPARATION DATA CODE		34. CANCELLATION / CONVERSION DATA		35. SECURITY RTO NO	
35   25   76		84								100 DATA	
36. PREFERENCE		37. SERV. CREDIT DATE		38. LONG COMP DATE		39. CAREER CATEGORY		40. REG. / HEALTH INSURANCE		41. SOCIAL SECURITY NO	
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE				43. LEAVE CAT CODE		44. SEPARATION DATA		45. STATE TAX DATA			
1. NO PREVIOUS SERVICE 2. NO LEAVE IN SERVICE 3. LEAVE IN SERVICE (SEE FORM 5-70) 4. LEAVE IN SERVICE (SEE FORM 5-70)						1. YES 2. NO		1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b> </div> </div>											

FORM 5-70, USE 11-73

Use Previous Edition

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF  
TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI  
AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE  
DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	760	CF GS 14 4	\$26,671

KHN: 7 DEC 73

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
026090		KEENAN THOMAS JOHN							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT					09 15 73		REGULAR		
6. FUNDS		V TO V		V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		4135 0984 0001		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDO/WH DIVISION FOREIGN FIELD BRANCH 7 - KINGSTON, JAMAICA STATION					KINGSTON, JAMAICA				
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION		
CHIEF OF STATION					0660		D		
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			0136.05		14 4		26671		
THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 14 OCT. 1973.									
HOME BASE: WH									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MGRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
37	10	51875 WH	37043	3		06 29 30			
28. INT. EXP. RES.	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEC.	EOD DATA		
NO	DA	YES	CODE	TYPE	NO	DA	YES		
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.				
CODE	NO	DA	YES	CODE	CODE	CODE	HEALTH INS. CODE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA				
1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE LESS THAN 3 YRS. 4. BREAK IN SERVICE MORE THAN 3 YRS.	CODE	NO	DA	YES	CODE	NO	DA	YES	STATE CODE
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> LOST ID  11/18 12-11-73 </div>									

FORM 11-72  
4-72 USE 11-72Use Previous  
Edition

SECRET

KHN

4-7 IMPDET CL BY 007827

(1031)

16

6-55

RECEIVED  
PAY DIVISION  
JUL 10 1973

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEENAN THOMAS J		51 760		CF			
6. OLD SALARY RATE									
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	7. TYPE ACTION	
GS 14	3	\$24,628	07/23/72	GS 14	4	\$25,398	07/22/73	SI	ADJ
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>Richard L. Conolly</i>						DATE 15 May 1973			
<input checked="" type="checkbox"/> NO EXCESS LWOP									
<input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD									
<input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS <i>AK</i>						AUDITED BY <i>[Signature]</i>			
FORM 560 E 7-66									
PAY CHANGE NOTIFICATION									
(4-31)									



SECRET

(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026000		2. NAME (LAST FIRST MIDDLE) LEE, DAVID J.	
3. NATURE OF PERSONNEL ACTION DELEGATION OF AUTHORITY		4. EFFECTIVE DATE MO: 01 YR: 72	
5. CATEGORY OF EMPLOYMENT A. FUNDING V TO V CF TO V X CF TO CF		6. CEC OR OTHER LEGAL AUTHORITY 2100 1000 0001	
7. ORGANIZATIONAL DESIGNATION NOR/44 DIVISION		8. LOCATION OF OFFICIAL STATION LHM, PERU	
9. POSITION TITLE OPS OFFICER DCO		10. POSITION NUMBER 010	
11. SERVICE DESIGNATION V		12. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS	
13. OCCUPATIONAL SERIES C130.01		14. GRADE AND STEP 10	
15. SALARY OR RATE		16. REMARKS	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE
23. INTERSTATE CODE	24. HOURS CODE	25. DATE OF BIRTH MO: DA: YR:	26. DATE OF GRADE MO: DA: YR:
27. DATE OF LEI MO: DA: YR:	28. NTE EXPIRES MO: DA: YR:	29. SPECIAL REFERENCE 1. CEC 2. CIA 3. PPA 4. OTHER	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA TYPE MO: DA: YR:	33. SECURITY REC. NO.	34. SER.
35. VET. PREFERENCE CODE 0 NONE 1 5 PT 2 10 PT	36. SERV. COMP. DATE MO: DA: YR:	37. LONG. COMP. DATE MO: DA: YR:	38. CAREER CATEGORY SAR SISV CODE PROV. LEAD
39. REG. / HEALTH INSURANCE CODE 0 WAIVER 1 YES	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 YRS) 3 BREAK IN SERVICE (MORE THAN 3 YRS)	
42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 YES 2 NO	44. STATE TAX DATA FORM EXECUTED 1 YES 2 NO	45. STATE TAX DATA CODE NO. TAX STATE CODE EXEMPT.
SIGNATURE OR OTHER AUTHENTICATION  11-20-72 [Signature]			

FORM 5-66

11-60

MAY 11-71

Use Previous Edition

SECRET

Excluded from automatic  
downgrading and  
declassification

(When Filled In)

653

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEENAN THOMAS J		51.700		CP			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	BI	ADL
CS 14	1	\$20,819	07/26/70	CS 14	2	\$21,909	07/29/71		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>Richard L. Conolly</i>						DATE <i>6 May 1971</i>			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS <i>HR PIER</i>				AUDITED BY <i>ful</i>					
FORM 5-66 560 E Use previous editions <span style="float: right;">(4-31)</span>									

PAY CHANGE NOTIFICATION

BBC: 16 NOV 71

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SER. #1 NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT - CORRECTION						09 30 71		REGULAR			
6. FUNDS		7. V TO V		8. V TO CF		9. FUNDING AND PAY NO. (Assignment)		10. CSC OR OTHER LEGAL AUTHORITY			
FUND 3		CF TO V		X		CF TO CF		2135 1084 (000)		50 USC 403 J	
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION						LIMA, PERU					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
ATTACHE POLITICAL OFFICER OPS OFFICER DCOS						0135		D			
16. CLASSIFICATION SCHEDULE (GS, LS, etc.)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
FSR GS				0136.01		04 1 14 2		17761 21509			
THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 03/30/71 AS FOLLOWS: ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER DCOS.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. ACTING CODE		21. OFFICE CODE		22. STATION CODE		23. INTEREST CODE		24. HOURS CODE		25. DATE OF BIRTH	
58		10		51760 WH		57085 S		3		06 29 30	
26. DATE OF GRAD		27. DATE OF LCI		28. SPECIAL REFERENCE		29. RETIREMENT DATA		30. SEPARATION DATA CODE		31. CORRECTION - Cancellation Code	
								37		09 30 71	
32. VET PREFERENCE		33. SERV. COMP. DATE		34. LONG COMP. DATE		35. CAREER CATEGORY		36. HEALTH INSURANCE		37. SOCIAL SECURITY NO.	
1		1		1		1		1		1	
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE				39. LEAVE CAT. CODE		40. FEDERAL TAX DATA				41. STATE TAX DATA	
1. NO PREVIOUS SERVICE				1		1. YES				1. YES	
2. YES (SEE INSTRUCTIONS)				2		2. NO				2. NO	
3. YES (SEE INSTRUCTIONS)				3		3. YES				3. YES	
4. NO (SEE INSTRUCTIONS)				4		4. NO				4. NO	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             POSTED              16 NOV 71           </div>											

FORM 1150  
1-68Use Previous  
Edition

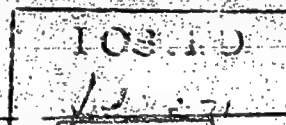
SECRET

VED

(When Filled In)

BGC: 01 NOV 71

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF PERSONNEL			
REASSIGNMENT						09 30 71		REGULAR			
6. FUNDS		V TO V		V TO CF		7. Financial Action No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO CF		2135 1084 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION						LIMA, PERU					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
ATTACHE POLITICAL OFFICER OPS OFFICER						0135		D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
F SR GS				0136.01		04 1 14 2		1761 2150			
18. REMARKS											
BOGOTA, COLOMBIA OPS OFFICER OCCUPYING OPS OFFICER DCOS POSITION.											
HOME BASE: WH											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. PAY-SEE CODE	24. Military Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
37	10	51760 WH		57085	S	3	06 29 30				
28. INTERESTS		29. SPECIAL REFERENCE		30. REQUIREMENT DATA		31. SEPARATION DATA CODE		32. Correction / Cancellation Date		33. SECURITY REQ. NO.	
										IOD DATA	
34. VET. PREFERENCE		35. SERV. COMP. DATE		36. LONG. COMP. DATE		37. CAREER CATEGORY		38. HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE				41. LEAVE CAT. CODE		42. FEDERAL TAX DATA		43. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;">             103.1.0            103.1.0            103.1.0         </div>											

Form 1150  
5-67Use Previous  
Edition

SECRET

BGC

103.1.0

(When Filled In)



Robert D. Long, Jr.

(۱۲)

1990

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND  
EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE  
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME  
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP  
026090 91 700 CF GS 14 1

NEW  
SALARY  
\$20,815

FVD: 5 AUG 70

SECRET

(When Filled In)

ODF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026090		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION PROMOTION			
4. FUNDS V TO V CF TO V X		5. EFFECTIVE DATE MO DA YR 07 26 70	
6. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		7. CATEGORY OF EMPLOYMENT REGULAR 8. CSC OR OTHER LEGAL AUTHORITY 1135 0834 0000 50 USC 403 J	
9. POSITION TITLE POL OFF ATTACHE OPS OFFICER		10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA	
11. CLASSIFICATION SCHEDULE (GS, LR, WGS) FSR GS		12. POSITION NUMBER 0327	
13. OCCUPATIONAL SERIES 0136.01		14. GRADE AND STEP 04 1 14 1	
15. REMARKS BOGOTA, COLOMBIA		16. SALARY OR RATE 16760 19543	

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 51700 WH	22. STATION CODE 15005	23. OFFICE CODE S	24. ADDRESS CODE 3	25. DATE OF BIRTH MO DA YR 02 29 30	26. DATE OF GRADE MO DA YR 07 26 70	27. DATE ON LE MO DA YR 07 26 70	28. NTE EXPIRES MO DA YR 07 25 72
29. SPECIAL REFERENCE 61		30. RETIREMENT DATA CSC 1. YES 2. NO		31. SEPARATION DATA CODE TYPE MO DA YR		32. CORRECTION / CANCELLATION DATA TYPE MO DA YR		33. SECURITY SEQ NO	
34. VET. PREFERENCE CODE 0 NONE 1 10 PT 2 10 PT		35. SERV. COMP. DATE MO DA YR		36. LONG COMP. DATE MO DA YR		37. CARRIER CATEGORY CAP PROV 1. YES 2. NO		38. FEGLI / HEALTH INSURANCE CODE 0 WAIVER 1 YES	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE LESS THAN 3 YRS 3 BREAK IN SERVICE MORE THAN 3 YRS		40. LEAVE EAT CF/26		41. FEDERAL TAX DATA HOW TAX TREATED 1 YES 2 NO		42. STATE TAX DATA CODE 1 YES 2 NO		43. SOCIAL SECURITY NO	

SIGNATURE OR OTHER AUTHORIZATION

POSTED

05-06-70/MR

FORM 10-66

1130  
MAY 1967Use Previous  
Edition

SECRET

DSI

653

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEE'AN THOMAS		51 700		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Low EN. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
		\$17,878				\$18,137			
GS-13 1 00000000 05/18/69				GS-13 4 00000000 05/17/70					
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				MOITED BY					
FORM 7-64 560 E Use previous editions				PAY CHANGE NOTIFICATION P					

COMPENSATION

11

1537

(4-51)



"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND  
EXECUTIVE ORDER 11924 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE  
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	91	700	CF GS 13 3	\$17,878

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE  
ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"  
EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME  
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP  
026090 51 700 CF GS 13 3

NEW  
SALARY  
\$16,866

643 Rp-3

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP MONTHS	
026090		KEENAN THOMAS J		51 700		CP			
6. OLD SALARY RATE									
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	8. TYPE ACTION	
CS 13	2	\$14,889	05/19/68	CS 13	3	\$15,369	05/18/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE							DATE		
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
9. CLERK'S INITIALS				10. EMPLOYEE'S INITIALS				11. APPROVED BY	
[Signature]				[Signature]				[Signature]	
PAY CHANGE NOTIFICATION									

1537

(4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 210 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND 4-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	700	CP CS 13 2	\$14,889	\$15,369

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-CCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	126090	51	700	CF GS 13 1	\$12,073	\$13,507



PLW: 20 JUN 67

SECRET

(When Filled In)

OKF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)	
026090		KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION			
PROMOTION		CORRECTION	
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
05/21/67		REGULAR	
6. FUNDS		7. FEDERAL AGENCY OR CHARGED	
A TO V		B. CXC OR OTHER LEGAL AUTHORITY	
C TO V		2135 0834 0000	
8. ORGANIZATIONAL DESIGNATIONS		9. LOCATION OF OFFICIAL STATION	
DDP WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		BOGOTA, COLOMBIA	
10. POSITION TITLE		11. POSITION NUMBER	
POLITICAL OF ATTACHE OPS OFFICER		0327	
12. CLASSIFICATION SCHEDULE (GS, LS, etc.)		13. OCCUPATIONAL SERIES	
FSR GS		0136.01	
14. GRADE AND STEP		15. SALARY OR RATE	
06 6 13 1		10363 14873	

16. REMARKS  
THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 05/21/67 AS FOLLOWS:  
TO ADD INTEGRATED INFORMATION (LDS) WAS FORM 1150

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

17. ACTION CODE	18. EMPLOY CODE	19. OFFICE CODES	20. STATION CODE	21. INTERAG CODE	22. PEOPLE CODE	23. DATE OF BIRTH	24. DATE OF GRADE	25. DATE OF LET
58	10	NUMERIC 51700 ALPHABETIC WH	15005	1	3	06/29/30	05/21/67	05/21/67
26. RET. EXPIRES	27. SPECIAL REFERENCE	28. RETIREMENT DATA	29. SEPARATION DATA CODE	30. CORRECTION/CANCELLATION DATA	31. TYPE	32. SECURITY REQ. NO.	33. SEC. NO.	34. SEC. NO.
NO. DA YR	NO. DA YR	NO. DA YR	NO. DA YR	NO. DA YR	22	05/21/67	ED DATA	
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. SOCIAL SECURITY NO.	40. HEALTH INSURANCE	41. SOCIAL SECURITY NO.	42. SOCIAL SECURITY NO.	43. SOCIAL SECURITY NO.
CODE	NO. DA YR	NO. DA YR	CODE	NO. DA YR	YES	NO. DA YR	NO. DA YR	NO. DA YR
44. PREVIOUS CIVILIAN GOVERNMENT SERVICE	45. LEAVE CAT. CODE	46. FEES	47. STATE TAX DATA	48. TAX EXEMPTIONS	49. FORM EXEMPTED	50. FORM EXEMPTED	51. FORM EXEMPTED	52. FORM EXEMPTED
CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	0 - NO 1 - YES	0 - NO 1 - YES	0 - NO 1 - YES	0 - NO 1 - YES	0 - NO 1 - YES	0 - NO 1 - YES	0 - NO 1 - YES	0 - NO 1 - YES

SIGNATURE OF OTHER AUTHENTICATION

POSTED

06-26-67

FORM 1150

Use Previous Edition

SECRET

(When Filled In)

PLW: 10 MAY 67

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						05 21 67		REGULAR			
6. FUNDS		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY							
<input type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input checked="" type="checkbox"/> X <input type="checkbox"/> O TO O		7135 0834 0000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION						BOGOTA, COLOMBIA					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						0327		D			
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		13 1		12873			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE		24. BIRTH CODE	
22		10		51700 WH		15005		3		06 29 30	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LSA		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LSA		34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
37. DATE OF BIRTH		38. DATE OF GRADE		39. DATE OF LSA		40. DATE OF BIRTH		41. DATE OF GRADE		42. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
43. DATE OF BIRTH		44. DATE OF GRADE		45. DATE OF LSA		46. DATE OF BIRTH		47. DATE OF GRADE		48. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
49. DATE OF BIRTH		50. DATE OF GRADE		51. DATE OF LSA		52. DATE OF BIRTH		53. DATE OF GRADE		54. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LSA		58. DATE OF BIRTH		59. DATE OF GRADE		60. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
61. DATE OF BIRTH		62. DATE OF GRADE		63. DATE OF LSA		64. DATE OF BIRTH		65. DATE OF GRADE		66. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
67. DATE OF BIRTH		68. DATE OF GRADE		69. DATE OF LSA		70. DATE OF BIRTH		71. DATE OF GRADE		72. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
73. DATE OF BIRTH		74. DATE OF GRADE		75. DATE OF LSA		76. DATE OF BIRTH		77. DATE OF GRADE		78. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
79. DATE OF BIRTH		80. DATE OF GRADE		81. DATE OF LSA		82. DATE OF BIRTH		83. DATE OF GRADE		84. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
85. DATE OF BIRTH		86. DATE OF GRADE		87. DATE OF LSA		88. DATE OF BIRTH		89. DATE OF GRADE		90. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
91. DATE OF BIRTH		92. DATE OF GRADE		93. DATE OF LSA		94. DATE OF BIRTH		95. DATE OF GRADE		96. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
97. DATE OF BIRTH		98. DATE OF GRADE		99. DATE OF LSA		100. DATE OF BIRTH		101. DATE OF GRADE		102. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
103. DATE OF BIRTH		104. DATE OF GRADE		105. DATE OF LSA		106. DATE OF BIRTH		107. DATE OF GRADE		108. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
109. DATE OF BIRTH		110. DATE OF GRADE		111. DATE OF LSA		112. DATE OF BIRTH		113. DATE OF GRADE		114. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
115. DATE OF BIRTH		116. DATE OF GRADE		117. DATE OF LSA		118. DATE OF BIRTH		119. DATE OF GRADE		120. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
121. DATE OF BIRTH		122. DATE OF GRADE		123. DATE OF LSA		124. DATE OF BIRTH		125. DATE OF GRADE		126. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
127. DATE OF BIRTH		128. DATE OF GRADE		129. DATE OF LSA		130. DATE OF BIRTH		131. DATE OF GRADE		132. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
133. DATE OF BIRTH		134. DATE OF GRADE		135. DATE OF LSA		136. DATE OF BIRTH		137. DATE OF GRADE		138. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
139. DATE OF BIRTH		140. DATE OF GRADE		141. DATE OF LSA		142. DATE OF BIRTH		143. DATE OF GRADE		144. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
145. DATE OF BIRTH		146. DATE OF GRADE		147. DATE OF LSA		148. DATE OF BIRTH		149. DATE OF GRADE		150. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
151. DATE OF BIRTH		152. DATE OF GRADE		153. DATE OF LSA		154. DATE OF BIRTH		155. DATE OF GRADE		156. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
157. DATE OF BIRTH		158. DATE OF GRADE		159. DATE OF LSA		160. DATE OF BIRTH		161. DATE OF GRADE		162. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
163. DATE OF BIRTH		164. DATE OF GRADE		165. DATE OF LSA		166. DATE OF BIRTH		167. DATE OF GRADE		168. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
169. DATE OF BIRTH		170. DATE OF GRADE		171. DATE OF LSA		172. DATE OF BIRTH		173. DATE OF GRADE		174. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
175. DATE OF BIRTH		176. DATE OF GRADE		177. DATE OF LSA		178. DATE OF BIRTH		179. DATE OF GRADE		180. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
181. DATE OF BIRTH		182. DATE OF GRADE		183. DATE OF LSA		184. DATE OF BIRTH		185. DATE OF GRADE		186. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
187. DATE OF BIRTH		188. DATE OF GRADE		189. DATE OF LSA		190. DATE OF BIRTH		191. DATE OF GRADE		192. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
193. DATE OF BIRTH		194. DATE OF GRADE		195. DATE OF LSA		196. DATE OF BIRTH		197. DATE OF GRADE		198. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
199. DATE OF BIRTH		200. DATE OF GRADE		201. DATE OF LSA		202. DATE OF BIRTH		203. DATE OF GRADE		204. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
205. DATE OF BIRTH		206. DATE OF GRADE		207. DATE OF LSA		208. DATE OF BIRTH		209. DATE OF GRADE		210. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
211. DATE OF BIRTH		212. DATE OF GRADE		213. DATE OF LSA		214. DATE OF BIRTH		215. DATE OF GRADE		216. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
217. DATE OF BIRTH		218. DATE OF GRADE		219. DATE OF LSA		220. DATE OF BIRTH		221. DATE OF GRADE		222. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
223. DATE OF BIRTH		224. DATE OF GRADE		225. DATE OF LSA		226. DATE OF BIRTH		227. DATE OF GRADE		228. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
229. DATE OF BIRTH		230. DATE OF GRADE		231. DATE OF LSA		232. DATE OF BIRTH		233. DATE OF GRADE		234. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
235. DATE OF BIRTH		236. DATE OF GRADE		237. DATE OF LSA		238. DATE OF BIRTH		239. DATE OF GRADE		240. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
241. DATE OF BIRTH		242. DATE OF GRADE		243. DATE OF LSA		244. DATE OF BIRTH		245. DATE OF GRADE		246. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
247. DATE OF BIRTH		248. DATE OF GRADE		249. DATE OF LSA		250. DATE OF BIRTH		251. DATE OF GRADE		252. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
253. DATE OF BIRTH		254. DATE OF GRADE		255. DATE OF LSA		256. DATE OF BIRTH		257. DATE OF GRADE		258. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
259. DATE OF BIRTH		260. DATE OF GRADE		261. DATE OF LSA		262. DATE OF BIRTH		263. DATE OF GRADE		264. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
265. DATE OF BIRTH		266. DATE OF GRADE		267. DATE OF LSA		268. DATE OF BIRTH		269. DATE OF GRADE		270. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
271. DATE OF BIRTH		272. DATE OF GRADE		273. DATE OF LSA		274. DATE OF BIRTH		275. DATE OF GRADE		276. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
277. DATE OF BIRTH		278. DATE OF GRADE		279. DATE OF LSA		280. DATE OF BIRTH		281. DATE OF GRADE		282. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
283. DATE OF BIRTH		284. DATE OF GRADE		285. DATE OF LSA		286. DATE OF BIRTH		287. DATE OF GRADE		288. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
289. DATE OF BIRTH		290. DATE OF GRADE		291. DATE OF LSA		292. DATE OF BIRTH		293. DATE OF GRADE		294. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	
295. DATE OF BIRTH		296. DATE OF GRADE		297. DATE OF LSA		298. DATE OF BIRTH		299. DATE OF GRADE		300. DATE OF LSA	
06 29 30		05 21 67		05 21 67		06 29 30		05 21 67		05 21 67	

POSTED  
060267N

FORM 1150

Use Previous Edition

SECRET

PLW

FORM 1150-1 (74)

(When Filled In)

KJM: 17 MAY 67

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION											
4. EFFECTIVE DATE						5. CATEGORY OF EMPLOYMENT					
05   03   67						REGULAR					
6. FUNDS						7. Financial Analysis No. (Chargeable)					
V TO V						7135 0834 0000					
X U TO O						8. USE OF OTHER LEGAL AUTHORITY					
						50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION						BOGOTA, COLOMBIA					
11. POSITION TITLE						12. POSITION NUMBER			13. SERVICE DESIGNATION		
POLITICAL OFFICER ATTACHE OPS OFFICER						0327			D		
14. CLASSIFICATION SCHEDULE (AS 18-00-1)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
FSR GS				0136.01		06 6 12 3		10363 11685			
18. REMARKS											
SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF \$11685 AND FSR SALARY OF \$10363 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH. ALL SICK AND ALL HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE.											
MARITAL STATUS: MARRIED											
DAU DOB 6 OCT 57    DAU DOB 11 SEP 62											
DAU DOB 19 AUG 61    DAU DOB 16 SEP 58    DAU DOB 7 MAY 63											
SON DOB 19 MAY 60											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGER CODE		24. MONTH CODE	
55		10		NUMERIC ALPHABETIC 51700 WH		15005		S		3	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LCL		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LCL	
06   29   30						06   29   30					
31. NTE EXPIRES		32. SPECIAL REFERENCE		33. RETIREMENT DATA		34. SEPARATION DATA CODE		35. CORRECTION/CANCELLATION DATA		36. SECURITY REQ NO.	
								EOD DATA			
37. VET. PREFERENCE		38. SERV. COMP. DATE		39. LONG. COMP. DATE		40. CAREER CATEGORY		41. FECLT / HEALTH INSURANCE		42. SOCIAL SECURITY NO.	
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE				44. LEAVE EXT. CODE				45. FEDERAL TAX DATA			
CODE				CODE				CODE			
1. NO PREVIOUS SERVICE				1. YES				1. YES			
2. NO SERVICE IN SERVICE				2. NO				2. NO			
3. SERVICE IN SERVICE (LESS THAN 3 YRS)				3. NO				3. NO			
4. SERVICE IN SERVICE (MORE THAN 3 YRS)				4. NO				4. NO			
46. STATE TAX DATA											
CODE											
1. YES											
2. NO											
3. NO											
4. NO											
5. NO											
6. NO											
7. NO											
8. NO											
9. NO											
10. NO											
11. NO											
12. NO											
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14. NO											
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94. NO											
95. NO											
96. NO											
97. NO											
98. NO											
99. NO											
100. NO											

FOSTER

SECRET

(When Filled In)

BJT: 12 MAY 67

SECRET  
(When Filled In)

105

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS - CORRECTION					04 23 67		REGULAR		
6. FUNDS		7. TO V		8. V TO CF		9. Financial Analysis No Chargeable		10. CAC OR OTHER LEGAL AUTHORITY	
U TO V		X		U TO CF		7135 0834 0000		50 USC 403 J	
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION				
ODP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION					BOGOTA, COLOMBIA				
13. POSITION TITLE					14. POSITION NUMBER		15. SERVICE DESIGNATION		
OPS OFFICER					0327		D		
16. CLASSIFICATION (SCHEDULE (GS, ES, GS))			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE		
GS			0138.01		12 3		11685		
20. REMARKS									
THIS ACTION CORRECTS FORM 1150 TO CHANGE EFFECTIVE DATE WHICH READ 05/07/67 TO READ 04/23/67.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. INTEGRAL CODE	
58		10		31700 WH		15005		3	
26. DATE EXPIRES		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. CORRECTION/CANCELLATION DATA	
NO DA YR		1- CAC 2- CAC 3- PICA 4- CAC		CODE		DATA CODE		TYPE NO DA YR	
								20 05 07 67	
31. VET. PREFERENCE		32. SERV. COMP. DATE		33. LONG. COMP. DATE		34. CAREER CATEGORY		35. REG. / HEALTH IMPAIRABLE	
CODE		NO DA YR		NO DA YR		CODE		CODE	
36. PREVIOUS CIVILIAN GOVERNMENT SERVICE				37. LEAVE CAT		38. FEDERAL TAX DATA		39. STATE TAX DATA	
CODE				CODE		CODE		CODE	
1- NO PREVIOUS SERVICE 2- NO DEFER IN SERVICE 3- DEFER IN SERVICE (LESS THAN 3 YRS) 4- DEFER IN SERVICE (MORE THAN 3 YRS)						1- YES 2- NO		1- YES 2- NO	
SIGNATURE OF OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>          65-1567       </div>									

Form 1150

Use Previous Edition

SECRET

10-11

(When Filled In)



clwa/3

6-53

COMPENSATION  
& TAX DIVISION

MAY 14 8 37 AM '68

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		MEENAN, THOMAS J		51 700		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE					
Grade	Step	Salary	Exp. Date	Grade	Step	Salary	Effective Date	8. TYPE ACTION	
GS 13	1	\$13,507	09/21/67	GS 13	2	\$13,957	09/19/68	SI	ADD
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
[Signature]						11 May 68			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STARTS AT END OF WAITING PERIOD									
CLERK'S INITIALS				537 [Initials]					
FORM 7-66 560 E Use previous editions				AUTHORIZED BY [Signature]					
PAY CHANGE NOTIFICATION									
(4-51)									

RC

1111

L-1

SECRET  
(When Filled In)

BJT: 3 MAY 67

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS					04   23   67		REGULAR		
6. FUNDS		7. TO - V		8. TO - LF		9. Financial Analysis No. Chargeable		10. CSC OR OTHER LEGAL AUTHORITY	
V TO V		X		V TO LF		7135 0834 0000		50 USE 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DOP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION					BOGOTA, COLOMBIA				
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION		
OPS OFFICER					0327		D		
14. CLASSIFICATION SCHEDULE (GS, BB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			0136.01		12 3		11685		
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRITY CODE	24. MAJOR CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
20	10	51700 WH		15005		3	06   29   30		
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA	
NO. DA. YR.				1. CSC 2. CA 3. FICA 4. NONE				EOD DATA	
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG. COMP. DATE		36. CAREER CATEGORY		37. FEGLI / HEALTH INSURANCE	
CODE		NO. DA. YR.		NO. DA. YR.		CAN. DISC. CODE		CODE	
0 - NONE 1 - 5 PT. 2 - 10 PT.						PROG. TEMP.		CODE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAL. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
CODE				CODE		FOAM EXEMPTED CODE		STATE TAX DATA	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)						NO. TAX EXEMPTIONS		FOAM EXEMPTED CODE	
						1 - YES 2 - NO		CODE	
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  050362A </div>									

FORM 1150  
5-66Use Previous  
Edition

SECRET

(When Filled In)

\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	075	V GS 12 2	\$10,987	\$11,306

G27

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 075 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 12	2	\$11,306	10/24/65	GS 12	3	\$11,665	10/23/66
7. TYPE ACTION							
PSI LSI ADJ.							
8. Remarks and Authorization							
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD CLERK'S INITIALS: <i>JK</i> AUDITED BY: <i>[Signature]</i>							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>				DATE: <i>Aug 1 1966</i>			
PAY CHANGE NOTIFICATION							

DET 61 12 32 1966

FJH: 10 SEP 66

SECRET  
(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
026090		KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION			
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM			
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
MO. DA. YR.		REGULAR	
09   1   66			
6. FUND		7. COST CENTER NO. CHARGEABLE	
X		7235 0620 0000	
V TO V		8. CSC OR OTHER LEGAL AUTHORITY	
U TO V		PL 88-643 SECT. 203	
CF TO CF			

9. ORGANIZATIONAL DESIGNATIONS

10. LOCATION OF OFFICIAL STATION

DDP/WH

WASH., D.C.

11. POSITION TITLE

12. POSITION NUMBER

13. SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (CM, LG, GM, J)

15. OCCUPATIONAL SERIES

16. GRADE AND STEP

17. SALARY OR RATE

12

18. REMARKS: YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-50. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEREST CODE	24. NAACP CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
		ADMIN. ADMINISTRATIVE				MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX		
MO. DA. YR.	1. CSC 2. PICA 3. NONE	CODE		TYPE MO. DA. YR.				
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEELI/HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	0 - NONE 1 - 5 YR. 2 - 10 YR.	MO. DA. YR.	CAN. SERV. PROV. TEMP	CODE CODE 0 - WAIVER 1 - YES				
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	FORM EXECUTED CODE NO. TAX EXEMPTIONS	FORM EXECUTED CODE NO. TAX EXEMPTIONS					

SIGNATURE OR OTHER AUTHENTICATION

POSTED

09206615

FORM 1150  
11-52Use Previous  
Edition

SECRET

When Filled In



\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	075	V GS 12 1	\$10,250	\$10,619

6-27

1. Serial No.		2. Name		3. Org Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 075 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 12	1	\$10,250	10/25/64	GS 12	2	\$10,619	10/24/65
7. TYPE ACTION							
PM LSI ADJ.							
8. Remarks and Authorization							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>BY</i> AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i> DATE: <i>11/1/65</i>							
PAY CHANGE NOTIFICATION							

Form 360  
G-1

**SECRET**  
(When Filled In)

NUM 16 DEC 64

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION (CORRECTION/ CONVERSION FROM FSS STATUS						4. EFFECTIVE DATE MO DA YR 10 10 64		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. ESC OR OTHER LEGAL AUTHORITY			
U TO V		X		CF TO CF		5135 0990 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATION						10. LOCATION OF OFFICIAL STATION					
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION						MEXICO CITY, MEXICO					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						0489		D			
14. CLASSIFICATION SCHEDULE (GS, LO, NM, J)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE		
GS			0136.01			12 1			10250		
18. REMARKS MEXICO CITY, MEXICO THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. HEIGHT CODE	
57		10		51700 WH		45075		3		3	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LES		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
06 29 30		06 29 30		06 29 30		06 29 30		06 29 30		06 29 30	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LES		34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
37. DATE OF BIRTH		38. DATE OF GRADE		39. DATE OF LES		40. DATE OF BIRTH		41. DATE OF GRADE		42. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
43. DATE OF BIRTH		44. DATE OF GRADE		45. DATE OF LES		46. DATE OF BIRTH		47. DATE OF GRADE		48. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
49. DATE OF BIRTH		50. DATE OF GRADE		51. DATE OF LES		52. DATE OF BIRTH		53. DATE OF GRADE		54. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LES		58. DATE OF BIRTH		59. DATE OF GRADE		60. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
61. DATE OF BIRTH		62. DATE OF GRADE		63. DATE OF LES		64. DATE OF BIRTH		65. DATE OF GRADE		66. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
67. DATE OF BIRTH		68. DATE OF GRADE		69. DATE OF LES		70. DATE OF BIRTH		71. DATE OF GRADE		72. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
73. DATE OF BIRTH		74. DATE OF GRADE		75. DATE OF LES		76. DATE OF BIRTH		77. DATE OF GRADE		78. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
79. DATE OF BIRTH		80. DATE OF GRADE		81. DATE OF LES		82. DATE OF BIRTH		83. DATE OF GRADE		84. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
85. DATE OF BIRTH		86. DATE OF GRADE		87. DATE OF LES		88. DATE OF BIRTH		89. DATE OF GRADE		90. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
91. DATE OF BIRTH		92. DATE OF GRADE		93. DATE OF LES		94. DATE OF BIRTH		95. DATE OF GRADE		96. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
97. DATE OF BIRTH		98. DATE OF GRADE		99. DATE OF LES		100. DATE OF BIRTH		101. DATE OF GRADE		102. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
103. DATE OF BIRTH		104. DATE OF GRADE		105. DATE OF LES		106. DATE OF BIRTH		107. DATE OF GRADE		108. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
109. DATE OF BIRTH		110. DATE OF GRADE		111. DATE OF LES		112. DATE OF BIRTH		113. DATE OF GRADE		114. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
115. DATE OF BIRTH		116. DATE OF GRADE		117. DATE OF LES		118. DATE OF BIRTH		119. DATE OF GRADE		120. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
121. DATE OF BIRTH		122. DATE OF GRADE		123. DATE OF LES		124. DATE OF BIRTH		125. DATE OF GRADE		126. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
127. DATE OF BIRTH		128. DATE OF GRADE		129. DATE OF LES		130. DATE OF BIRTH		131. DATE OF GRADE		132. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
133. DATE OF BIRTH		134. DATE OF GRADE		135. DATE OF LES		136. DATE OF BIRTH		137. DATE OF GRADE		138. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
139. DATE OF BIRTH		140. DATE OF GRADE		141. DATE OF LES		142. DATE OF BIRTH		143. DATE OF GRADE		144. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
145. DATE OF BIRTH		146. DATE OF GRADE		147. DATE OF LES		148. DATE OF BIRTH		149. DATE OF GRADE		150. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
151. DATE OF BIRTH		152. DATE OF GRADE		153. DATE OF LES		154. DATE OF BIRTH		155. DATE OF GRADE		156. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
157. DATE OF BIRTH		158. DATE OF GRADE		159. DATE OF LES		160. DATE OF BIRTH		161. DATE OF GRADE		162. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
163. DATE OF BIRTH		164. DATE OF GRADE		165. DATE OF LES		166. DATE OF BIRTH		167. DATE OF GRADE		168. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
169. DATE OF BIRTH		170. DATE OF GRADE		171. DATE OF LES		172. DATE OF BIRTH		173. DATE OF GRADE		174. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
175. DATE OF BIRTH		176. DATE OF GRADE		177. DATE OF LES		178. DATE OF BIRTH		179. DATE OF GRADE		180. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
181. DATE OF BIRTH		182. DATE OF GRADE		183. DATE OF LES		184. DATE OF BIRTH		185. DATE OF GRADE		186. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
187. DATE OF BIRTH		188. DATE OF GRADE		189. DATE OF LES		190. DATE OF BIRTH		191. DATE OF GRADE		192. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
193. DATE OF BIRTH		194. DATE OF GRADE		195. DATE OF LES		196. DATE OF BIRTH		197. DATE OF GRADE		198. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
199. DATE OF BIRTH		200. DATE OF GRADE		201. DATE OF LES		202. DATE OF BIRTH		203. DATE OF GRADE		204. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
205. DATE OF BIRTH		206. DATE OF GRADE		207. DATE OF LES		208. DATE OF BIRTH		209. DATE OF GRADE		210. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
211. DATE OF BIRTH		212. DATE OF GRADE		213. DATE OF LES		214. DATE OF BIRTH		215. DATE OF GRADE		216. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
217. DATE OF BIRTH		218. DATE OF GRADE		219. DATE OF LES		220. DATE OF BIRTH		221. DATE OF GRADE		222. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
223. DATE OF BIRTH		224. DATE OF GRADE		225. DATE OF LES		226. DATE OF BIRTH		227. DATE OF GRADE		228. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
229. DATE OF BIRTH		230. DATE OF GRADE		231. DATE OF LES		232. DATE OF BIRTH		233. DATE OF GRADE		234. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
235. DATE OF BIRTH		236. DATE OF GRADE		237. DATE OF LES		238. DATE OF BIRTH		239. DATE OF GRADE		240. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
241. DATE OF BIRTH		242. DATE OF GRADE		243. DATE OF LES		244. DATE OF BIRTH		245. DATE OF GRADE		246. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
10 10 64		10 10 64		10 10 64		10 10 64		10 10 64		10 10 64	
247. DATE OF BIRTH		248. DATE OF GRADE		249. DATE OF LES		250. DATE OF BIRTH		251. DATE OF GRADE		252. DATE OF LES	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	

**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.**

[illegible]

DLB: 20 NOV 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
166090		KEENAN THOMAS J							
3. DUTY OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS						11   22   64		REGULAR	
6. FUNDS		7. TO V		8. TO V		9. COST CENTER NO. CHARGEABLE		10. CSE OR OTHER LEGAL AUTHORITY	
X		X		X		5235 0620 0000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION			
DDP WH PLANS & OPERATIONS STAFF SECTION A						WASH., D. C.			
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION	
OPS OFFICER						0641		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP		17. SALARY OR RATE	
GS			0136.01			12 1		10250	
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE	
16		10		51075 WH		75013			
24. U.S. EMPLOY		25. SPECIAL REFERENCE		26. RETIREMENT DATA		27. SEPARATION DATA CODE		28. CORRECTION/CANCELLATION DATA	
NO. DA. YR.				1. CSE 2. PICA 3. NONE		CODE		TYPE NO. DA. YR.	
								EOD DATA	
29. VES. PREFERENCE		30. SERV. COMP. DATA		31. LONG. COMP. DATA		32. CAREER CATEGORY		33. FEELT / HEALTH INSURANCE	
NO. DA. YR.		NO. DA. YR.		NO. DA. YR.		CODE		CODE 0. WAIVER 1. YES	
								HEALTH INS. CODE	
34. PREVIOUS GOVERNMENT SERVICE DATA				35. LEAVE CAT. CODE		36. FEDERAL TAX DATA		37. STATE TAX DATA	
1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE (LESS THAN 3 YRS) 4. BREAK IN SERVICE (MORE THAN 3 YRS)				CODE		CODE NO. TAX EXEMPTIONS		CODE NO. TAX EXEMPTIONS	
						FORM EXECUTED 1. YES 2. NO		CODE NO. TAX EXEMPTIONS	
38. SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  11/24/64 <i>W.K.</i> </div>									

FORM 1150

47

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)



RZK: 23 OCT 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION				10   25   64		REGULAR			
6. FUNDS		V TO V		V TO TV		7. LAST CENTER NO. CHARGEABLE		8. CSC OR OTHER AGENCY AUTHORITY	
		CF TO V		X		CF TO CF		5135 0930 0000 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION				MEXICO CITY, MEXICO					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER				0489		D			
14. CLASSIFICATION SCHEDULE (GS, LO, WH)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		12 1		10250			
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRITY CODE	24. NO. OF	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES
22	10	NUMERIC	ALPHABETIC	45675		3	10   23   30	10   25   64	10   25   64
28. MIF EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA	
NO. DA YR		1. CSC 2. FICA 3. NONE		CODE		TYPE NO. DA YR		33. SECURITY REF NO.	
								EOD DATA	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. PEST / HEALTH INSURANCE	
CODE 0 - NONE 1 - 5 PT 2 - 10 PT		NO. DA YR		NO. DA YR		CAR. SERV. PROG. TEMP		CODE 0 - NONE 1 - YES 2 - YES	
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT.		43. FEDERAL TAX DATA		44. STATE TAX DATA		45. SOCIAL SECURITY NO.	
CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		CODE		FORM EXECUTED CODE 0 - YES 1 - YES 2 - NO		FORM EXECUTED CODE 0 - YES 1 - YES 2 - NO		CODE NO. TAX STATE CODE	
SIGNATURE OF OTHER AUTHORITY									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  10/28/64 RJK </div>									

FORM 1150  
11-67Use Previous  
Edition

SECRET

 (When Filled In)  
 (When Filled In)  
 (When Filled In)

(When Filled In)

DLB: 13 OCT 84

SECRET  
(When Filled In)

OCF		NOTIFICATION OF PERSONNEL ACTION	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)	
026090		KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
CONVERSION FROM FSS STATUS		10 1 12 164	
5. CATEGORY OF EMPLOYMENT		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE	
V TO V		5135 0990 0000	
CF TO V		8. CK OR OTHER LEGAL AUTHORITY	
X		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION		MEXICO CITY, MEXICO	
11. POSITION TITLE		12. POSITION NUMBER	
OPS OFFICER		0489	
13. CLASSIFICATION SCHEDULE (SEE 1.8, 1.9)		14. GRADE AND STEP	
GS		11 3	
15. OCCUPATIONAL SERIES		17. SALARY OR RATE	
0136.01		9240	
16. REMARKS			
STATE: MEXICO CITY, MEXICO			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
56	10	51700 WH	45075
23. NTE EXPIRES	24. SPECIAL REFERENCE	25. RETIREMENT DATA	26. SEPARATION DATA CODE
MO DA YR	1- CSC 2- PICA 3- NONE	1- YES 2- NO	1- YES 2- NO
06 29 130			
27. VET. PREFERENCE	28. SERV. COMP. DATE	29. LONG. COMP. DATE	30. CAREER CATEGORY
CODE	MO DA YR	MO DA YR	CODE
0- NONE 1- 5 PT. 2- 10 PT.			1- YES 2- NO
31. PREVIOUS GOVERNMENT SERVICE DATA	32. LEASE CAT. CODE	33. FEDERAL TAX DATA	34. STATE TAX DATA
CODE	CODE	FORM EXECUTED CODE	FORM EXECUTED CODE
0- NO PREVIOUS SERVICE 1- NO BREAK IN SERVICE 2- BREAK IN SERVICE (LESS THAN 2 YRS) 3- BREAK IN SERVICE (MORE THAN 2 YRS)		1- YES 2- NO	1- YES 2- NO
SIGNATURE OR OTHER AUTHENTICATION			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  10/15/84 JH </div>			

FORM 11-82 1130

Use Previous Edition

SECRET

SPS-1  
Processed for routing  
Group 1 only and  
not to be used

(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 700 CF		456	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 11	2	\$ 8,690	04/14/63	GS 11	3	\$ 8,970	04/12/64
7. TYPE ACTION							
PSI LM ADI							
8. Remarks and Authentication							
/ NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>				DATE: <i>5/2/64</i>			
PAY CHANGE NOTIFICATION							

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 1 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	700	CF GS 11 2	\$ 8,313	\$ 8,690

BAB: 12 APR 63

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						MO. DA. YR. 04 14 63		REGULAR			
6. FUNDS		7. TO V		8. V TO V		9. V TO V		10. V TO V		11. V TO V	
FUND		X		X		X		X		X	
12. ORGANIZATIONAL DESIGNATION						13. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION						MEXICO CITY, MEXICO					
14. POSITION TITLE						15. POSITION NUMBER		16. SERVICE DESIGNATION			
POL ASST OPS OFFICER						0489		D			
17. CLASSIFICATION SCHEDULE (GS, LS, WS)				18. OCCUPATIONAL SERIES		19. GRADE AND STEP		20. SALARY OR RATE			
FSS GS				0136.01		07 0 11 2		6560 8310			
21. REMARKS											
MEXICO CITY, MEXICO											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
22. ACTION CODE		23. EMPLOY CODE		24. OFFICE CODING		25. STATION CODE		26. INTEGRATE CODE		27. DATE OF BIRTH	
10		64700 WH		45075		I		3		06 29 30 04 14 63	
28. DATE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	
MO. DA. YR.		1. CSC 2. FIC 3. NONE		CODE		DATA CODE		TYPE MO. DA. YR.		34. SER. NO.	
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE	
0. NONE 1. 5-YR 2. 10-YR		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. 43. FEDERAL TAX DATA				44. STATE TAX DATA			
CODE				CODE				CODE			
0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)				1. YES 2. NO				1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  04/23/63 JK </div>											

FORM 1150  
11 62Use Previous  
Edition

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17

FORM 1150  
11 62  
11 62  
11 62

(When Filled In)



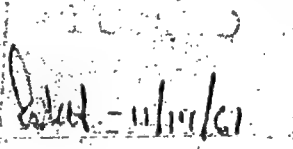
1. Serial No.		2. Name		3. Civil Service Number		4. SWOP Number	
026090		KEENAN THOMAS J		64 700 CP			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date
GS-10	2	\$ 7,939	10/29/61	GS-10	3	\$ 7,780	10/28/62
7. TYPE ACTION							
PSI LSI ADI							
8. Remarks and Authorization							
NO EXCESS LROP IN PAY STATUS AT END OF WAITING PERIOD LROP STATUS AT EN. OF WAITING PERIOD CLERKS INITIALS AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>Red P. Holman</i>				DATE: 26-11-62			
PAY CHANGE NOTIFICATION							

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND  
 DCI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS:  
 EFFECTIVE 18 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD OR-ST SALARY	NEW OR-ST SALARY
KEENAN THOMAS J	026090	64700	CP 10 2	\$ 7,939	\$ 7,780

AES: 27 OCT 61

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
020000		KEFNAN THOMAS J							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
PROMOTION					10 29 61		REGULAR		
6. FUNDS		7. V TO V		8. V TO C		9. COST CENTER NO (CHARGEABLE)		10. CTC OR OTHER LEGAL AUTHORITY	
FUND 2		10 TO V		X		10 TO C		2135 5700 1000 50 USC 403 J	
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION				
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION					MEXICO CITY MEXICO				
13. POSITION TITLE					14. POSITION NUMBER		15. CAREER SERVICE DESIGNATION		
POL ASST OPS OFFICER					0489		D		
16. CLASSIFICATION (SCHEDULE (GS, WH, etc.))		17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY ON DATE			
FSS GS		0136.01		10 0 10 2		6260 7160			
20. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODE		24. STATION CODE	25. INTEGRITY CODE	26. MEDICAL CODE	27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LET
22	10	64700 WH		45075	1	3	06 29 30	10 29 61	10 29 61
30. MTC EXPIRES	31. SPECIAL REFERENCE	32. RETIREMENT DATA		33. SEPARATION DATA CODE	34. CORRECTION/CANCELLATION DATA		35. SECURITY REG NO		
NO 04 10		1. CDC 2. DCA 3. NONE			TYPE NO SA 10		EOD DATA		
36. VET. PREFERENCE	37. SERV. COMP. DATE	38. LONG COMP. DATE	39. MIL SERV. CREDIT/LED	40. DEBIT / HEALTH INSURANCE		41. SOCIAL SECURITY NO			
CODE 0 - NONE 1 - 5 PT 2 - 10 PT	NO 04 10	NO 04 10	CODE 0 - YES 1 - NO	CODE 0 - MAINTEN 1 - YES		CODE 0 - YES 1 - NO			
42. PREVIOUS GOVERNMENT SERVICE DATA			43. LEAVE CAT	44. FEDERAL TAX DATA		45. STATE TAX DATA			
CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 18 MOS) 3 - BREAK IN SERVICE (MORE THAN 18 MOS)			CODE	FORM EXECUTED CODE NO. YES 1 - YES 2 - NO		FORM EXECUTED CODE NO. YES 1 - YES 2 - NO			
SIGNATURE OR OTHER AUTHENTICATION									
									

Form  
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1111 (Temporary Printing)

SECRET

(0-03)

1. NAME		KEENAN THOMAS J		2. OFFICIAL DESIGNATION		3. FUND		4. DOCUMENT	
5. OLD SALARY RATE		6. NEW SALARY RATE		7. EFFECTIVE DATE		8. EFFECTIVE DATE		9. EFFECTIVE DATE	
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	GRADE	STEP	SALARY	DO	MO	YR
GS 09	3	\$ 6,175	06 14 59	GS 09	3	\$ 6,285	6	12	60
10. TO BE COMPLETED BY THE OFFICE OF COMPTROLLER									
11. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP					12. NUMBER OF HOURS LWOP				
13. IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD					14. INITIALS OF CLERK				
15. TO BE COMPLETED BY THE OFFICE OF PERSONNEL					16. AUDITED BY				
17. TYPE OF ACTION <input type="checkbox"/> P.S. <input type="checkbox"/> L.S. <input type="checkbox"/> PAY ADJUSTMENT					18. REMARKS				
19. AUTHENTICATION									
<p style="text-align: center;">EMMETT D. ECHOLS</p> <p style="text-align: center;">PAY CHANGE NOTIFICATION</p>									

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	KEENAN THOMAS J	526090	46 52	GS-09 3	\$ 6,285	\$ 6,765

/S/ EMMETT D. ECHOLS

DIRECTOR OF PERSONNEL

SECRET  
(When Filled In)

1. Serial No.	2. Name	3. Cost Center/Building	4. LWOP Hours
526090	KEENAN THOMAS J	001/WH 8	UV
5. OLD SALARY RATE		6. NEW SALARY RATE	
Grade	Step	Salary	Effective Date
GS 09	3	\$ 6,765	06/12/60
Grade	Step	Salary	Effective Date
GS 09	3	\$ 6,765	06/11/61
7. Remarks and Authorizations			
<p>/ / NO EXCESS LWOP</p> <p>/ / IN PAY STATUS AT END OF WAITING PERIOD</p> <p>/ / IN LWOP STATUS AT END OF WAITING PERIOD</p>			
<p style="text-align: center;">EMMETT D. ECHOLS</p> <p style="text-align: center;">PAY CHANGE NOTIFICATION</p>			

SECRET

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION														
ARE: 113 JAN 1960														
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vac. Ind.		5. Sex		6. CS - EON	
526090		KEENAN THOMAS J				Mo. Da. Yr. 06 29 30			Non-6 5 Yr 1 10 Yr 2		Code 1 M 1		Mo. Da. Yr. 05 20 57	
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority				10. Asmt. Affiliat.			11. Eff. D.		12. LEO	
Mo. Da. Yr. 01 29 53		Yes 1 No 2		Code 1		50 USCA 403 J				Mo. Da. Yr. Mo. Da. Yr.			Yes 1 No 2	
										Mo. Da. Yr. 05 20 57			Yes 1 No 2	

PREVIOUS ASSIGNMENT									
14. Organizational Designations				Code		15. Location Of Official Station			Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION				4652		MEXICO CITY, MEXICO			45075
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series	
Dept. 1 USCd. 3 Frgn. 5		Code 5		OPS OFFICER		0489		GS 0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Date	
09 2		\$ 6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60	
								26. Appraisal Number 0135 5700 3000	

ACTION									
27. Nature Of Action		Code		28. ER Date		29. Type Of Employee		Code	
INTEGRATION DEPARTMENT OF STATE		58		Mo. Da. Yr. 01 06 60		REGULAR		OM	
								30. Separation Date	

PRESENT ASSIGNMENT									
31. Organizational Designations				Code		32. Location Of Official Station			Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION				4652		MEXICO CITY, MEX.			45075
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series	
Dept. 1 USCd. 3 Frgn. 5		Code 5		POL ASST OPS OFFICER		0489		FSS GS 0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Date	
10 4 09 2		\$ 5540 6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60	
								43. Appraisal Number 0135 5700 3000	
44. Remarks									
SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF \$6135 AND FSS SALARY OF \$5540 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH. ALL SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE.									

Post  
PCS  
JP

FORM NO. 1130a

SECRET

(4)



SECRET

(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

ALS: 12 DEC 1959

1. Serial No.	2. Name (Last, First, Middle)	3. Date Of Birth	4. Vet. Prof.	5. Ser.	6. CS-ECB
526090	KEENAN THOMAS J	Mo. 06, Day 29, Yr. 30	Name-0 Code 3 Pt. 1 10 Pt. 2 1-1	M 1	Mo. 05, Day 20, Yr. 57
7. SCD	8. CSC Permit	9. CSC Or Other Legal Authority	10. Appt. Authority	11. FLCL	12. LCB
Mo. 01, Day 29, Yr. 53	Yr. 1 Code 1	50 USCA 403	Mo. 06, Day 15, Yr. 58	Mo. 05, Day 20, Yr. 57	Yes-1 No-2 Code 2

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DOP WH	1688	WASH., D. C.	75013
16. Dept. - Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. - 1 Field - 3 Frgn. - 5	Code 1 OPS OFF	090659	GS 0136.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
09 2	\$ 6135	0	Mo. 06, Day 15, Yr. 58
25. PSI Day	26. Appropriation Number		
Mo. 06, Day 12, Yr. 60	0320 1998		

## ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	67	12 27 59	REGULAR	01	

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DOP WH BRANCH III MEXICO CITY, MEXICO STATION	4652	MEXICO CITY, MEXICO	45075
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. - 1 Field - 3 Frgn. - 5	Code 5 OPS OFFICER	0489	GS 0136.01
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
09 2	\$ 6135	0	Mo. 06, Day 15, Yr. 58
42. PSI Day	43. Appropriation Number		
Mo. 06, Day 12, Yr. 60	0135 5700 3000		

44. Remarks

1-6-60  
RAH

FORM 20 1 MAR 57 1150

12-18-57

SECRET

(4)

SECRET

(When Filled In)

DEC:4 SEPT 59

## NOTIFICATION OF PERSONNEL ACTION

1. Action No.			2. Name of Person			3. Date of Action			4. Vol. Ref.			5. Sex			6. CS. FOD					
526090			KEENAN THOMAS J			Mo. Da. Yr. 29 30 59			1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.			M 1			Mo. Da. Yr. 05 20 57					
7. SCID			8. CSC Rating			9. CSC Or Other Legal Authority			10. App. Allot.			11. TCD			12. LCD			13. ETC		
Mo. Da. Yr. 01 29 53			Yes. 1 No. 2			Code			Mo. Da. Yr. 01 29 53			Yes. 1 No. 2			Code			Mo. Da. Yr. 01 29 53		
			50 USCA 403 J																	

## PREVIOUS ASSIGNMENT

14. Organizational Designations			Code			15. Location Of Official Station			Station Code								
DDP WH BRANCH III CENTRAL AMERICA SECTION			4613			WASH., D. C.			75013								
16. Dept. - Field			17. Position Title			18. Position No.			19. Serv.			20. Occup. Series					
Dept. - 1 USID - 3 Frgn - 5			Code			0070			GS			0136.31					
21. Grade & Step			22. Salary Or Rate			23. SD			24. Date Of Grade			25. PSI Due			26. Appropriation Number		
09 2			\$ 6135			D			Mo. Da. Yr. 06 15 59			Mo. Da. Yr. 06 14 59			9 3500 20 001		

## ACTION

27. Nature Of Action			Code			28. LN. Date			29. Type Of Employee			Code			30. Separation Date		
REASSIGNMENT - TRANSFER TO CONFIDENTIAL FUNDS			05			09 06 59			REGULAR			22					

## PRESENT ASSIGNMENT

31. Organizational Designations			Code			32. Location Of Official Station			Station Code								
CS/CS DEVELOPMENT COMPLEMENT DDP WH			4688			WASH., D. C.			75013								
33. Dept. - Field			34. Position Title			35. Position No.			36. Serv.			37. Occup. Series					
Dept. - 1 USID - 3 Frgn - 5			Code			090659			GS			0136.01					
38. Grade & Step			39. Salary Or Rate			40. SD			41. Date Of Grade			42. PSI Due			43. Appropriation Number		
09 2			\$ 6135			D			Mo. Da. Yr. 06 15 58			Mo. Da. Yr. 06 12 60			0320 1998		
44. Remarks																	
EXTENDED TRAINING.																	

FOIA  
15 JUL 60  
144

Form No. 1150a

SECRET

(4)

IN LIEU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING  
FROM R-20-250

SFR # NAME SD OLD SLOT NEW SLOT DATE

126090 KEENAN THOMAS J D 0070 486 04/28/59

SECRET (WHEN FILLED IN)									
1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT
126090		KEENAN THOMAS J			DDP/WH 3		V-20		2531
6. OLD SALARY RATE					7. NEW SALARY RATE				
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
GS 9	1	5,985	MO.	DA.	YR.	GS 9	2	6,135	MO. DA. YR.
			06	15	50				06 14 59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER									
8. CHECK ONE: <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP									
IF EXCESS LWOP, CHECK FOLLOWING:									
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD									
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD									
9. NUMBER OF HOURS LWOP									
10. INITIALS OF CLERK									
11. AUDITED BY									
TO BE COMPLETED BY THE OFFICE OF PERSONNEL									
12. PROJECTED SALARY RATE AND EFFECTIVE DATE									
GRADE	STEP	SALARY	MO.	DA.	YR.	13. REMARKS			
14. AUTHENTICATION									
<p>65. H/154C 9 MC</p> <p>PERIODIC STEP INCREASE AUTHENTICATION</p>									

FORM 1150  
1-59 5600

SECRET

PERSONNEL FOLDER

(18)

**SECRET**  
(When Filled In)

ARE: 23 JAN 1959

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)		3. Date Of Birth		4. Vet. Pref.		5. Sex		6. GS - LOD	
126090		KEENAN THOMAS J		Mo. Da. Yr. 06 29 30		None-0 5 Pt-1 10 Pt-2		M 1		Mo. Da. Yr. 05 20 57	
7. SCD		8. CSC Permit		9. CSC Or Other Legal Authority		10. Apmt. Affidav.		11. FEGLI		12. LCD	
Mo. Da. Yr. 01 29 53		Yes-1 No-2 1		50 USCA 403 J		Mo. Da. Yr. 05 20 57		Yes-1 No-2 1		Yes-1 No-2 2	

### PREVIOUS ASSIGNMENT

14. Organizational Designations		Code		15. Location Of Official Station		Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS		2810		WASH., D.C.		75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.	
Dept - 8 USfld - 4 Frgr - 6		JOT		0748.16		GS	
20. Occup. Series		21. Grade & Step		22. Salary Or Rate		23. SD	
0090.01		09 1		\$ 5985		ST	
24. Date Of Grade		25. PSI Due		26. Appropriation Number			
Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 14 59		8 7507 20			

### ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT - CHANGE OF SERVICE DESIGNATION		57		01 25 59		REGULAR		01			

### PRESENT ASSIGNMENT

31. Organizational Designations		Code		32. Location Of Official Station		Station Code	
DDP WH BRANCH III CENTRAL AMERICA SECTION		4613		WASH., D. C.		75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.	
Dept - 2 USfld - 4 Frgr - 6		OPS OFF PP		0070		GS	
37. Occup. Series		38. Grade & Step		39. Salary Or Rate		40. SD	
0136.31		09 1		\$ 5985		D	
41. Date Of Grade		42. PSI Due		43. Appropriation Number			
Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 14 59		9 3500 20 001			

44. Remarks

POSTED  
11/15/59  
*[Signature]*

FORM NO 1150  
1 MAR 57

**SECRET**

(4)



00000

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	126090	GS-09-1	\$ 5,440	\$ 5,985

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

**SECRET**  
(When Filled In)

LVL 1: JUNE 58												<b>NOTIFICATION OF PERSONNEL ACTION</b>											
1. Serial No.			2. Name (Last-First-Middle)						3. Date Of Birth			4. Var. Prd.		5. Sex		6. CS - EOD							
126090			KEENAN THOMAS J						Mo. 06, Da. 29, Yr. 30			None-0 3 Pr-1 10 Pr-9		Code M 1		Mo. 05, Da. 20, Yr. 57							
7. SCD			8. CSC Rmt.			9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FLCL		12. LCD			13. M. Prd.						
Mo. 01, Da. 29, Yr. 53			Yes-1 No-2			Code 1			50 USCA 403			Mo. , Da. , Yr.			Yes-1 No-2		Code						

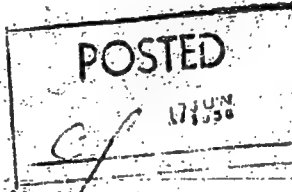
**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS						WASH., D.C.					
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - 2 USLd - 4 Frqn - 6		Code 2		JOT		0748.16		GS		0090.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 2		\$ 4660		ST		Mo. , Da. , Yr.		Mo. , Da. , Yr.		8 7507 20	

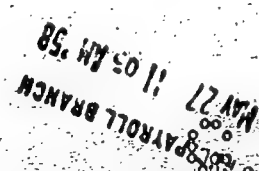
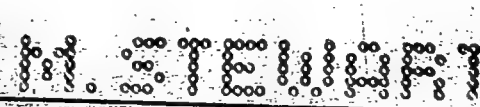
**ACTION**

27. Nature Of Action		Code		28. Fil. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		Mo. 06, Da. 15, Yr. 58		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS				2810		WASH., D.C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - 2 USLd - 4 Frqn - 6		Code 2		JOT		0748.16		GS		0090.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
09 1		\$ 5440		ST		Mo. 06, Da. 15, Yr. 58		Mo. 06, Da. 14, Yr. 59		8 7507 20	
44. Remarks											
<div align="center">  </div>											

**SECRET**  
(WHEN FILLED IN)

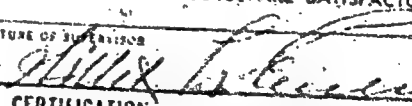
1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J		3. ASSIGNED ORGAN DDS/JOTC		4. FUNDS V-20		5. ALLOTMENT	
6. OLD SALARY RATE				7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE		GRADE	STEP	SALARY	EFFECTIVE DATE	
GS	7	\$ 4,525	NO.	DA.	GS	7	\$ 4,660	NO.	DA.
								06	01
									58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER									
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP			9. NUMBER OF HOURS LWOP						
IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			10. INITIALS OF CLERK			11. ACCEPTED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL									
12. PROJECTED SALARY RATE AND EFFECTIVE DATE					13. REMARKS				
GRADE	STEP	SALARY	NO.	DA.	YE.				
14. AUTHENTICATION									
<p align="center">   </p>									
PERIODIC STEP INCREASE - AUTHENTICATION									

FORM NO. 560b  
1 MAR. 58

**SECRET**

PERSONNEL FOLDER (4)

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J		3. ASSIGNED ORGAN DDS/JOTC 3A		4. FUNDS V-20		5. ALLOTMENT	
6. OLD SALARY RATE				7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE		GRADE	STEP	SALARY	EFFECTIVE DATE	
GS	7	\$ 4,525	NO.	DA.	GS	7	\$ 4,660	NO.	DA.
								06	01
									58
REMARKS									
<p align="center">CERTIFICATION</p>									
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.									
TYPED, OR PRINTED, NAME OF SUPERVISOR William Keel			DATE 23 May 58		SIGNATURE OF SUPERVISOR 				
PERIODIC STEP INCREASE - CERTIFICATION									

FORM NO. 560  
1 MAR. 58

**SECRET**

PERSONNEL FOLDER (4)





CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

F.C. 19 Apr 57  
lvl C-7613

1. NAME (Last - First - Middle - One Given Name, Initials, and Suffixes) <b>MR. THOMAS J. KEHRAN 126070</b>		2. DATE OF BIRTH <b>29 Jun 1930</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>20 May 1957</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (Use Standard Terminology) <b>EXCEPTED APPOINTMENT</b>		6. EFFECTIVE DATE <b>20 May 1957</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 U.S.C. 403.3</b>	
8. POSITION TITLE <b>FOR U-748.16</b>		9. SERVICE, SERIES, GRADE, SALARY <b>GS-0090.01-7 \$4,225.00 per annum</b>		
10. ORGANIZATIONAL DESIGNATION <b>261000</b>		11. HEADQUARTERS <b>Washington, D. C.</b>		
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT <input type="checkbox"/> 10-POINT		
14. APPROPRIATION FROM: <b>7-7504-20</b> TO: <b>750-13</b>		15. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>SD/ST</b>		
16. SUBJECT TO C. 1 RETIREMENT ACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		17. DATE OF APPOINTMENT <b>20 May 1957</b>		
18. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: _____		19. REMARKS <b>RC-078</b> <b>2 EOD 05/20/57</b> <b>Subject to the satisfactory completion of a medical examination.</b> <b>Subject to the satisfactory completion of a trial period of one year.</b>  <b>DOG: 05/20/57</b> <b>CHEOD: 05/20/57</b> <b>LCD: 05/20/57</b> <b>SCD: 01/29/53</b>  <b>PSI due 06/01/58</b>		

POSTED

13 MAY 31 1957

ENTRANCE PERFORMANCE RATING:

Director of Personnel

4. PERSONNEL FOLDER COPY.

# FITNESS REPORT

FROM 45 COL. DIVISIONS

E2, IMPDET CL BY 19812

0  
pub  
0178



SECTION D		CLASSIFICATION	
NARRATIVE COMMENTS			
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Of a recommendation for continuing in the position, if applicable, it should be stated. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manager of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.</p>			
SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT			
SECTION E			
CERTIFICATION AND COMMENTS			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		1. BY SUPERVISOR	
DATE		IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
41 January 1978		file:	
OFFICIAL TITLE OF SUPERVISOR		TYPED OR PRINTED NAME AND SIGNATURE	
Deputy Chief, LA Southern Region		Joseph Di Stefano	
2. BY EMPLOYEE		DATE	
I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.		SIGNATURE OF EMPLOYEE	
17 Jan 1978		George V. Lauder	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Subject is an especially able staff officer, one of the best around. Intelligent, possessing a quick, retentive mind, excellent with detail, able to rapidly identify problem areas, a quick, accurate and clear drafter, having a mind of his own and willing and able to express his opinions firmly and articulately, but always pleasant, conservative by nature, he thinks his problems through but gets things done accurately and quickly. Whenever I had a staff problem, I knew I could count on Mr. Keenan to get the necessary done.</p>			
DATE		(continued)	
17 Jan 1978		TYPED OR PRINTED NAME AND SIGNATURE	
OFFICIAL TITLE OF REVIEWING OFFICIAL		George V. Lauder	
Deputy Chief, Latin America Division			
4. BY EMPLOYEE			
I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.		DATE	
17 Jan 78		SIGNATURE OF EMPLOYEE	
		George V. Lauder	
CLASSIFICATION			
CONFIDENTIAL			



CONFIDENTIAL

4 JAN 1978

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period, Mr. Keenan continued as Chief of the Mexico and Central America Branch, the Division's most demanding geographic unit. His performance during this period continued at the same Strong level detailed in the last Fitness Report.

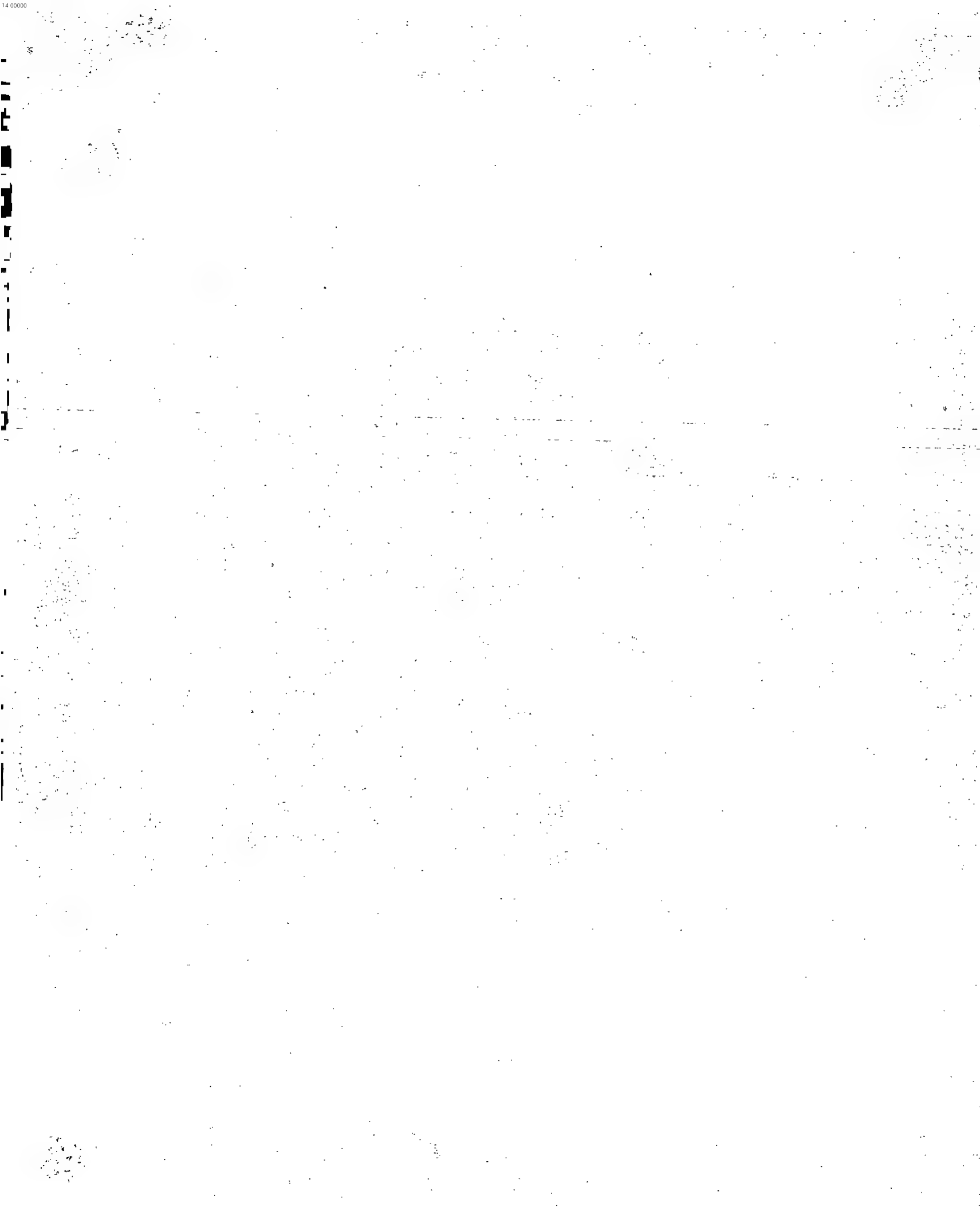
2. During February, as part of a determined effort to strengthen the Division's Operations Staff, Mr. Keenan was moved up to fill one of the two Deputy Chief slots in that unit. As of 1 July, he was the sole Deputy of the Staff. As set up in Latin America Division, the Operations Staff had both staff and line functions. It had broad coordinating responsibilities with all elements outside the Division, served as the focal point for all senior staff requests for studies and reports, stimulated and coordinated Division operational activities and reviewed the effectiveness of Division programs. All Division operational traffic flowed through the Ops Staff where better than 80 per cent of the traffic was released.

3. Mr. Keenan was assigned primary responsibility for close review and staff action relating to the northern area (Mexico, Central America, the Caribbean plus Guyana and Surinam in South America). In addition, he served as the staff referent for narcotics operations throughout the Division and for Cuba operations worldwide.

4. I consider myself singularly fortunate to have had Mr. Keenan as my Deputy. I assumed the Chief/Ops responsibility in April 1977 and immediately discovered that ground rules were different, legal strictures impinged on many operational decisions, and the almost constant senior staff requests affected one's ability to concentrate on operations. Mr. Keenan was extremely helpful in providing substantive briefings, guiding me through the legal and policy complications and pointing out the shoals. He made many valuable suggestions on how to handle the work load without drowning in paper.

E2 IMPDET  
CL BY 19812

CONFIDENTIAL



CONFIDENTIAL

5. Mr. Keenan has an agile and retentive mind. He is quick at distinguishing the wheat from the chaff. He does his homework and I have never known him to go off half cocked. In making operational judgments, his initiative is tempered by a healthy dose of prudence. Mr. Keenan's writing is first rate; his prose is lean, often elegant, and always precise. I have admired his talents as a briefer. His presentations are balanced and detailed, often spiced with his engaging humor.

6. Mr. Keenan's tenure with the Ops Staff was a very intensive period. He normally worked an eleven-hour day and Saturdays as well. I take some pride in the fact that there never developed an antagonist relationship between the operating branches and the Ops Staff. Mr. Keenan deserves much of the credit for this. While often taking issue with branch positions and written work, he was unfailingly courteous, good humored, and helpful. His counsel was often sought on difficult problems.

7. A significant and time-consuming aspect of the Ops Staff's work concerned screening operational traffic for compliance with E.O. 11905 and ensuring that U.S. person strictures were scrupulously observed. I found Mr. Keenan's general knowledge in these areas unmatched among the non-lawyers of the Agency.

8. Mr. Keenan shared with me the responsibility for supervising the work of two operations officers and one secretary. He is an excellent supervisor who manages (despite the belief of some that it is not possible) to be both exigent and pleasant. He cares about people, and as noted in the previous Fitness Report, takes special interest in developing younger officers.

9. In addition to his Operations Staff responsibilities, Mr. Keenan served as the Division EEO Officer. He also served for nine months on a time-consuming DDO task force concerned with a threat against President Carter's life. He performed these responsibilities with the same thoughtfulness and effectiveness he applies to everything else.

CONFIDENTIAL

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10. The Operations Staff was disbanded in early November as part of the Latin America Division reorganization. In recognition of his splendid performance on the Ops Staff, Mr. Keenan was made Chief of a combined Coordination/Plans Staff with a T/O of six. This staff will retain most of the coordination functions of the Ops Staff but not the line functions.

11. This is a splendid officer, certainly one of the most promising GS-15's in the Division. He clearly earned an Outstanding rating for the period under review.

*Joseph Di Stefano*  
Joseph Di Stefano  
Deputy Chief,  
LA Southern Region

*Thomas J. Keenan*  
Thomas J. Keenan

*4/1*  
Date *May 1978*

CONFIDENTIAL



COMMENTS OF REVIEWING OFFICIAL continued

While I personally handled the first week or so of the myriad problems associated with a wide-spread investigation of an alleged plot against President Carter, I subsequently turned the responsibility for it over to Mr. Keenan and he represented the Division with the DDO, CI Staff and Secret Service on this important and seemingly never ending problem area. This involved a lot of extra hours work and had to be handled meticulously. He performed these responsibilities impeccably.

During the past year he made many contributions to the smooth functioning of the division. Not least among them was the fact that having fully familiarized himself with US laws, Executive Orders, regulations, notices, etc., which have increasingly affected our operations programs, he ensured that our operational business was always in meticulous compliance with the spirit as well as the letter of these seemingly myriad "don'ts." Similarly, we had to produce staff papers in a hurry, often synthesizing a great deal of detail or alternatively presenting a great deal of detail. Mr. Keenan saw that the job was accomplished on time and with good style.

Although he was the junior member of the three-man Operations Staff, on occasion he served as the Acting Chief. He handled the CORPS function with his usual dedication and good judgment.

As the rating officer has mentioned, when the division was reorganized in November, we decided to combine the Operations Staff's staff, but not command, functions with those of the Plans Staff. Mr. Keenan was the obvious choice for this important and challenging assignment which will tax his abilities and broaden his experience. He is one of our best GS-15 officers and has additional growth potential in the Clandestine Service. He is a good operations officer as well as a good staff officer and is qualified to manage one of our medium-size Latin America Division Stations.

CONFIDENTIAL  
CLASSIFICATION

FITNESS REPORT									
SECTION A GENERAL INFORMATION									
1. EMPLOYEE NUMBER 026090		2. NAME (Last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH 29 Jun 30		4. SEX M	5. GRADE GS-15	6. BU DQB	
7. OFFICIAL POSITION TITLE Operations Officer, Ch				8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/MCA		9. CURRENT STATION Headquarters		10. TIME (G.D.T.) X NOS. OF	
11. TYPE OF APPOINTMENT				12. TYPE OF REPORT					
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL		<input checked="" type="checkbox"/> ANNUAL	
<input type="checkbox"/> CONTRACT		<input type="checkbox"/> SPECIAL		<input type="checkbox"/> OTHER		<input type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL	
13. REPORTING PERIOD (FROM-TO) 1 Jan 76-31 Dec 1976						14. DATE REPORT DUE IN G.P. January 1977			
SECTION B QUALIFICATIONS UPDATE									
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.									
SECTION C PERFORMANCE EVALUATION									
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be noted in Section D and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>									
SPECIFIC DUTIES									
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
SPECIFIC DUTY NO. 1								RATING LETTER	
SEE MEMORANDUM IN LIEU OF FITNESS REPORT.									
SPECIFIC DUTY NO. 2								RATING LETTER	
SPECIFIC DUTY NO. 3								RATING LETTER	
SPECIFIC DUTY NO. 4								RATING LETTER	
SPECIFIC DUTY NO. 5								RATING LETTER	
SPECIFIC DUTY NO. 6								RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION									
Rate into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, responsiveness, personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.								RATING LETTER	
								S	

FORM 45 1-75

CLASSIFICATION

12. REPORT CL BY 056582

CLASSIFICATION

## SECTION D

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, may be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

8

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

31 March 1977

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

George V. Lauder

## 2. BY EMPLOYEE

I HAVE ☒ OR HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.

DATE

11 April 77

SIGNATURE OF EMPLOYEE

George V. Lauder

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This is an exceptionally well-written and informative report on Mr. Keenan. I agree with all that is said about him. He is indeed one of our better GS-15 officers--alert, conscientious, well-balanced, articulate. He also has excellent judgement and good command presence. He has a good future in the Agency.

DATE

7 Apr 77

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

Raymond A. Warren

## 4. BY EMPLOYEE

I HEREBY HAVE SIGNED THE ENTIRE IN ALL SECTIONS OF THIS REPORT. I HAVE ☐ HAVE NOT ☒ ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

SIGNATURE OF EMPLOYEE

George V. Lauder


CLASSIFICATION

CONFIDENTIAL

Branch Chief's attention, the other Stations, particularly Costa Rica, which has an active operational program, and the Guatemala Station, which also covers El Salvador, required regular attention and the lesser posts could not be neglected. The Branch performed well in these regards too. In short, I was pleased by the rapidity with which Mr. Keenan got on top of his responsibilities and by the intelligence, thoughtfulness, energy and professional skills he displayed in carrying them out.

Mr. Keenan is an intense, thorough, common sense, sound officer who while quick witted, thinks problems through, sees the holes and takes steps to fill them. He does his home work and doesn't go off half-cocked; yet he gets the job done quickly. He tends toward the conservative side in making judgments. While he has a pleasant way with people, he has firm convictions, and he is articulate, very forthright but not offensive in expressing what is on his mind. A strong supervisor, he is on top of the activities of his unit, demands results, isn't afraid to be firm with his subordinates but is thoughtful and concerned about their welfare. He cares a lot about people and is interested in developing younger officers assigned to him. Because of these qualities, he was selected to be the Division's FEO officer when we needed a new one a few months ago. He has performed this role in his usual thoughtful and efficient fashion. He writes quickly and well. No one is more conscientious than he. He really cares about his job and tries to produce the best possible product. All in all, he was one of our best Branch Chiefs and deserves a solid "Strong" for his efforts.

In February 1977, one of the Deputy Chiefs of Operations jobs in the Division came open. Because of his demonstrated all around ability, personal qualifications and potential, he was selected from among the Branch Chiefs in the Division to fill that position. The job will broaden him and equip him for even more responsible posts in the field as either a Station Chief or for more senior positions at Headquarters. He is clearly one of our promising GS-15 officers.

  
George V. Lauder  
Deputy Chief  
Latin America Division

  
Thomas J. Keenan

4 April 77  
Date



SECRET

FITNESS REPORT									
<b>SECTION A GENERAL INFORMATION</b>									
1. EMPLOYEE NUMBER 026090		2. NAME (Last, First, Middle) Keenan, Thomas J.			3. DATE OF BIRTH 29 Jun 30		4. SEX M	5. GRADE GS-15	6. SD D
7. OFFICIAL POSITION TITLE Chief of Station			8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/CAR		9. CURRENT STATION Kingston		10. DATE OF REPORT NOV 75		
11. TYPE OF APPOINTMENT					12. TYPE OF REPORT				
<input checked="" type="checkbox"/> X	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	CONTRACT	<input type="checkbox"/>	OTHER (Spec)	<input type="checkbox"/>	TEMPORARY
<input checked="" type="checkbox"/> X	ANNUAL	<input type="checkbox"/>	REASSIGNMENT	<input type="checkbox"/>	SPECIAL				
13. REPORTING PERIOD (From-To) 1 January 1975 - 31 December 1975					14. DATE REPORT DUE IN O.P. January 1976				
<b>SECTION B QUALIFICATIONS UPDATE</b>									
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.									
<b>SECTION C PERFORMANCE EVALUATION</b>									
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial action taken or recommended should be described.</p> <p><b>P-Profitant</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>									
<b>SPECIFIC DUTIES</b>									
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
SPECIFIC DUTY NO. 1								RATING LETTER	
See attached memorandum									
SPECIFIC DUTY NO. 2								RATING LETTER	
SPECIFIC DUTY NO. 3								RATING LETTER	
SPECIFIC DUTY NO. 4								RATING LETTER	
SPECIFIC DUTY NO. 5								RATING LETTER	
SPECIFIC DUTY NO. 6								RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>									
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular strengths or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.								RATING LETTER	
								S	

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION  
SECRET

ST. IMPDET. CI 27 007034

57/10

## CLASSIFICATION

## SECTION D

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on financial savings realized. If required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

20 April 1976

D/C/LA

/s/Raymond A. Warren

## 2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

HAVE NOT ATTACHED

1 July 1976

/s/Thomas J. Keenan

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

20 April 1976

C/LA

/s/Richard S. Sampson

## 4. BY EMPLOYEE

I CERTIFY THAT I HAVE BEEN THE ENTIRE IN ALL SECTIONS OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

1 July 1976

/s/Thomas J. Keenan

CLASSIFICATION

SECRET

SECRET

20 April 1976

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan  
1 January - 31 December 1975

From January to July of this reporting period Mr. Keenan finished his tour as Chief of Station, Kingston. In addition to himself there were two other case officers at the Station. Its total complement was 7 persons. Mr. Keenan entered the Army War College in July 1975.

During the last six months of his tour, the Station had three things going for it: a good access agent operation against the PRC target, a one-on-one relationship between a Station officer and a Cuban Embassy officer, and further development and exploitation of a member of the ruling political party. Of these the latter turned out to be the most worthwhile. This agent provided useful information on key political developments in the Jamaican government and the government party relating to its growing relationship with the Cuban government. The relationship with the Cuban officer turned out badly since the Cuban pitched the Station officer rather than vice versa. During this period the PRC access agent was most promising and was the best operation of its kind against the PRC that the Division had.

Mr. Keenan's relations with the Embassy during this period were good. No problems of any kind were noted. The operational environment continued bad due to the high incidence of crime.

Mr. Keenan is an able, experienced officer with good personal presence. He is measured in his operational approach and in his management style. He is a man of good judgment, has an agreeable personality and inspires confidence; he can be counted on to do a creditable job without a lot of fanfare.

In the last six months of his tour as Chief of Station, Kingston, I would rate his overall performance as "Strong."

*Raymond A. Warren*  
Raymond A. Warren  
Deputy Chief  
Latin America Division

SECRET

E2 IMPDET  
CL BY 009560

SECRET

Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS OF REVIEWING OFFICIAL

Mr. Keenan had departed Station Kingston <sup>shortly after</sup> ~~by the time~~ I assumed charge of Latin America Division in May 1975. Therefore, I am not able to comment on his performance as Chief of Station, Kingston during the first five months of 1975. I would like to note, however, that Mr. Keenan served under me when I was Chief of Station, Bogota from 1965-1968 and I am acquainted with his personality and operational proficiency. On this basis, while I did not observe his performance as Chief of Station first hand, I generally concur with the Rating Officer's comments and overall performance evaluation of "Strong."

As a person, Mr. Keenan is a mature, dedicated officer with a pleasing personality. He gets along well with his peers and subordinates and is respected by them. I have selected him to be Chief of the Mexican and Central American Branch which is one indicator of the confidence I have in his ability. This will be an excellent test of Mr. Keenan's administrative and managerial ability since this branch is one of our largest in Latin America Division.

*R. S. Sampson*  
Richard S. Sampson  
Chief  
Latin America Division

I certify that I have seen all entries in this report.

*Thomas J. Keenan*  
Thomas J. Keenan

*Aug 18 1976*  
Date



CLASSIFICATION

## FITNESS REPORT

## SECTION A

## GENERAL INFORMATION

1. EMPLOYEE NUMBER 026090	2. NAME (last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH 29 Jun 30	4. SEX M	5. GRADE GS-15	6. DD D
7. OFFICIAL POSITION TITLE Chief of Station		8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/CAR	9. CURRENT STATION Kingston		10. CODE (1-5 and) NOS. DP
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.) <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to) 1 July 1974 - 31 December 1974			14. DATE REPORT DUE IN O.P. 31 January 1975		

## SECTION B

## QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

## SECTION C

## PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter, which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1  See Attached MEMORANDUM IN LIEU OF FITNESS REPORT	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION	
Take into account everything about the employee which influences his effectiveness in his current position such as performance on specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	RATING LETTER  S

FORM 45

CLASSIFICATION

SECRET

12. IMPDET CI-87

(4)

CLASSIFICATION

## SECTION D

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C (4); provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, office equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

## 2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

HAVE NOT ATTACHED

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

## 4. BY EMPLOYEE

I CERTIFY THAT I HAVE BEEN THE ENTRIES IN THE SECTIONS OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

CLASSIFICATION

SECRET

13 January 1975

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan  
1 July 1974 - 31 December 1974

Mr. Keenan took over as COS Kingston in September 1974. This is his first COS assignment. The Kingston Station is composed of 6 staff employees (including 2 communicators) and 1 contract employee for a total complement of 7.

As one of the principal Caribbean sources of bauxite, Jamaica is of importance to the U.S. The arbitrary taxes levied on the U.S. bauxite company in Jamaica has been a source of conflict between the two governments. There is a Cuban and Chinese presence in Jamaica. Perhaps the single most important factor affecting the environment and personal lives of our Station members is the very high level of crime in Kingston, especially rape.

In reviewing the past fitness reports none has yet been written specifically commenting on his performance as COS in Kingston. I will attempt to fill that gap with this one.

The Station has been changed from basically a liaison Station to a unilateral Station. Liaison has never been overly cooperative, but the present COS has continued to develop the liaison, and at the same time has moved out unilaterally. During the past year two access agents to the Chinese target have been recruited (one being among the best in the Division) and two access agents to the Cuban target. It has also acquired a penetration of the local service who is especially useful against the Chinese target. In addition, a surveillance team which was recruited in 1973 was developed and used to the extent possible. The Station has become more active than perhaps ever before in its history, with emphasis on the PRC and Cuban targets.

From the past we know that Mr. Keenan is an excellent officer with good operational instincts. After a year in Kingston as COS we now also see that he can perform as a manager. Upon his return from Kingston this year Mr. Keenan will attend the Army War College to continue his career development. I rate his overall performance as COS in Kingston as "Strong."

*Raymond A. Warren*  
Raymond A. Warren

Deputy Chief

Latin America Division

SECRET

E2 IMPDET  
CL BY 009560

SECRET

Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS BY REVIEWING OFFICIAL:

I concur in the evaluation of strong. It should be pointed out that Mr. Keenan has been operating under very difficult circumstances for which I am responsible. It was on my recommendation that he was pulled out of Lima for Kingston. I remembered this as a Caribbean paradise, but later found out that it was a most difficult situation--especially for someone like Mr. Keenan with a large family of small girls. Given this personal problem, it is understandable that Mr. Keenan did not perform in a more dramatic manner. He did quite well and will, I think, benefit from his upcoming war college stint.

  
David A. Phillips, Chief, LA Division

14 January 1975  
Date

I certify that I have seen all entries in all sections of this report.

/s/Thomas J. Keenan  
Thomas J. Keenan

HJKT-1902, 24 Jan 75  
24 January 1975  
Date

Copy sent to subject via HJKS-1120, 15 Jan 1975.



CLASSIFICATION

## FITNESS REPORT

## GENERAL INFORMATION

1. EMPLOYEE NUMBER 026090		2. NAME (Last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH 30	4. SEX M	5. GRADE GS-14	6. SD D
7. OFFICIAL POSITION TITLE Chief of Station		8. OFF/DIV OR OF ASSIGNMENT DDO/WH/7		9. CURRENT STATION Kingston		10. CODE (if any) NOS. DP	
11. TYPE OF APPOINTMENT				12. TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT <input checked="" type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to) October 1973 - 30 June 1974				14. DATE REPORT DUE IN O.P.			

## SECTION B QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

## SECTION C PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Chief of Station, Kingston	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION

CONFIDENTIAL

82, IMPDET CL BY

MAY

JUN 1974

CONFIDENTIAL

FITNESS REPORT		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
<b>SECTION A: GENERAL INFORMATION</b>					
1. EMPLOYEE NUMBER 026090		2. NAME (last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH 29 Jun 30	4. SEX M
5. GRADE GS-14		6. SO D			
7. OFFICIAL POSITION TITLE Ops Officer, DCOS		8. OFF/DIV/BR OF ASSIGNMENT DDO/NH/3		9. CURRENT STATION Lima, Peru	
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> 31-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL
12. REPORTING PERIOD (From-To) 1 Nov 1972 - 14 Sept 73			13. DATE REPORT DUE IN O.P.		
<b>SECTION B: PERFORMANCE EVALUATION</b>					
<p><b>U—Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M—Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial action taken or recommended should be described.</p> <p><b>P—Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S—Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O—Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					<b>RATING LETTER</b>
SPECIFIC DUTY NO. 1 DCOS					S
SPECIFIC DUTY NO. 2 ACOS					S
SPECIFIC DUTY NO. 3 Senior Station Case Officer					O
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					<b>RATING LETTER</b> S

FORM 45N

CONFIDENTIAL

E. J. IMPDET CL BY 00762

(4)

**CONFIDENTIAL**

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This report is occasioned by Subject's early departure from Lima, before end of tour, to assume the duties of COS in Kingston, Jamaica. That fact alone attests the esteem in which he has been held by Hqs and, when the proposal for that assignment was made, also expressed once again by the rater.

Subject had not yet completed his first two years as a DCOS and this was his first crack at that level of responsibility. So his rise of late has been rapid, although of course it is based on abilities and experience developed and polished in the course of a number of tours overseas prior to his coming to Lima. These have all been spent in the Latin environment so the Caribbean will be for him a completely new world. This will be a healthy change for him and is managerially sound as well for the Station to which he is going.

As DCOS in Lima, Subject has shown a high order of operational soundness, administrative good sense, and a conscientiousness about his work that permitted COS to delegate without hesitation both specific problems in any area or even whole sections of Station activity (e.g. narcotics) for him to carry out or to supervise. Subject is a prudent man who thinks things through before acting. He weighs the pros and cons carefully, is quite CI-minded (an indispensable attribute in this semi-hostile climate), and then acts promptly. His judgment, while it tends to come down on the conservative side, is invariably soundly based. His periods of serving as Acting COS have been competently handled as well, always within his understanding of what the COS would want done if he were here.

As a supervisor, Subject has the right combination of patience and firmness when dealing with younger case officers who want to be off and running. He encourages their

/CONTINUED/

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE: Not Dated o/a 10 Sep 1973	SIGNATURE OF EMPLOYEE: /s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION:  15	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE Not Dated o/a 10 Sep 1973	OFFICIAL TITLE OF SUPERVISOR: Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE: /s/ Richard S. Welch
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL: There is little more that can be added to this eloquent report. Mr. Keenan's exceptional characteristics and abilities and his fine performance as DCOS, Lima, an unusually active, busy station, have led to his present assignment as COS, Kingston. The rating officer has stated that Mr. Keenan's rise of late has been rapid and this is true. However, all that he has achieved he has worked very hard for and certainly earned; and despite the fact he has a youthful face and a somewhat boyish manner, he is not all that young in years, so the present grade and position are hardly inconsistent with his age. Viewing the record and this man's potential, there is every reason to expect that he will continue to progress up the managerial ladder at essentially the same pace we have seen in the last three or four years.		
DATE: 12 November 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief, WH/Branch 3	TYPED OR PRINTED NAME AND SIGNATURE: Richard L. Conolly

**CONFIDENTIAL**

CONFIDENTIAL

SECTION C continued....

aggressiveness but at the same time enlightens them on the virtue of looking over their shoulder at who may be after them as well as on the advantages of doing their homework first. Usually the upshot has proved him right.

In running his own cases, Subject is meticulous and very thorough, preparing himself for eventualities as well as maximum disseminable information. He has personally handled two difficult cases while here and has gotten what there was to be had out of both. Each also had serious flap potential but there has been not a whiff of suspicion or of leakage.

Subject, as noted before, has a cherry exterior that covers a deeply serious person within. His easy and forthright manner has earned him friends in the official Embassy community and in the larger society as well. All respect his judgment, his seriousness about his work and the issues of our time, and his eminently decent family life. All of these qualities should go far to make his upcoming tour as a COS a success. We wish him well and expect in future to hear only good about him and his work.

CONFIDENTIAL



**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle) <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 1930</b>	3. SEX <b>M</b>	4. GRADE <b>GS-14</b>	5. PD <b>D</b>
6. OFFICIAL POSITION TITLE <b>Deputy Chief of Station</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/3</b>		8. CURRENT STATION <b>Lima</b>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify)		<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P. <b>31 December 1972</b>		12. REPORTING PERIOD (From - to) <b>19 May 1972 - 31 October 1972</b>			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <b>Deputy Chief of Station</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 <b>Acting Chief of Station</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 <b>Senior Station Case Officer</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<div style="text-align: right;">16 NOV 1972 M/1</div>					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <b>S</b>

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Report of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This fine officer has been DCOS in Lima for nearly a year now, his first crack at this level of responsibility. And for nearly two months of that he was Acting COS during an interregnum which was made easier for Hqs to accept at the time because of Subject's already acknowledged ability and operational judgment.

This officer has many laudable qualities. He was an established, painstaking professional with solid operational background. He has now demonstrated that he is also good at management, at keeping things moving, and at finding time for the little details that so often make the difference. He has a healthy respect for the opposition services (international and local) and weighs his operational decisions carefully in the light of their capabilities. In his present DCOS (and ACOS) responsibilities, he also shows excellent political judgment, knowing what will wash and what probably won't, what is acceptable risk (all things considered) and what is probably asking for trouble. A prudent officer, he looks before he leaps or asks officers to.

This officer also has an amiable personality, warm and forthcoming with all the people he deals with - and deals with the more effectively as a result. This amiability (and the obvious decency and quiet integrity of the man) does not for a minute, however, get in the way of a good mind getting quickly to the bottom of whatever subject or problem may be before him. He is especially effective working with junior officers and subordinates, explaining the background /CONTINUED/

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

SIGNATURE OF EMPLOYEE

20 October 1972

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

20 October 1972

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

4

Chief of Station

/s/ Richard S. Welch

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I fully concur in the comments and ratings given in the basic report. There is little to add to what has been said above or previously about this officer.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

13 November 1972

Deputy Chief, WH Division

James E. Flannery

SECRET

00000-25

**S E C R E T**

Section C continued.....

of his decisions or analysis of the problem succinctly and tactfully.

Subject deserves the highest marks for his handling of several of the Station's problem cases, one a high level Government penetration considerably nervous about being an agent at all, another a foot-dragging egotist. Both of these important cases require quick thinking, gentle persuasion, and an adroit persistence in pushing BECROWN's interests (offensive and defensive) in the midst of a welter of competing factors. Where a light but firm touch is needed, this officer cannot have many equals.

Subject is, as would be expected, held in high regard by his LNFALL colleagues and also by his Peruvian acquaintances. He is also (if the above does not say it) held in very high regard by the rater, who finds his advice on operational and political issues sound and finds him a person to whom any problem can be delegated in full confidence it will be handled fast and well. It is a pleasure to work with him.

**S E C R E T**

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.			29 Jun 1930	M	GS-14	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Deputy Chief of Station			DDP/WII/3		Lima, Peru		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN G.P.				12. REPORTING PERIOD (From - to)			
				1 January 1972 - 18 May 1972			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Deputy Chief of Station and Acting Chief of Station in absence of the COS						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Supervision of Project covering penetration of government military services and principal political party of the opposition. Case officer for some of the Agents in the project.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							S



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

The narrative statement in the last Fitness Report on Subject (HPLT-6074, 10 Jan 72) is still largely valid. This individual has in all ways proven himself as a keen, mature operations officer, supervisor and Deputy Chief of Station. Upon my departure (18 May 1972) he will be in charge for approximately six weeks until the new COS arrives. I have every reason to believe that during this period his actions and decisions will reflect credit on the Station and the organization in general. He enjoys the complete confidence and support of all Station personnel and is well-prepared to successfully meet the challenges which lie ahead.

It has been a special pleasure knowing and serving with such an officer.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

16 May 1972

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

7

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

16 May 1972

OFFICIAL TITLE OF SUPERVISOR

COS

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Stewart Burton

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The above represents the COS' end-of-tour rating of Mr. Keenan, and following fairly close on the heels of the previous fitness report, it adds little to the previous narrative.

Since the COS in Lima is physically located outside the Station area, Mr. Keenan's normal function is to serve as de facto chief of operations and office manager. With the COS' departure in May, Mr. Keenan was serving as Acting Chief of Station. He maintained the tempo of Station operations and activity under what have been for some time a rather hostile operational climate in Peru.

DATE

13 November 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, WH Division

TYPED OR PRINTED NAME AND SIGNATURE

James E. Flannery

SECRET

SECRET

FITNESS REPORT, Reviewing Official's Comments - continued:

As probably is apparent from past fitness reports and other indicators, Mr. Keenan is considered one of the Division's officers who thus far has shown the drive and ability to move ahead of most of his age/class peers. His potential remains to be established.

SECRET

45

RECEIVED  
JAN 10 1964  
U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C.

Page 10 of 10

**SECRET**

(When Filled In)

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses by or in relation to position keeping in proper perspective their relationship to overall performance. Make suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

In the brief three months Subject has been at the Station, he has moved rapidly not only to thoroughly acquaint himself with his specific responsibilities but also with all aspects of the Station's activities. His equable nature, ability to deal successfully with people of all descriptions and dispositions and solid operational background make him a most welcome member of the Station staff. As COS, I am particularly grateful for his services.

Among his duties is that of supervising closely the activities of two junior officers - which he does extremely well. Being one who readily commands respect, they readily seek him out for advice and consultation and are learning much under his masterly tutelage.

Subject is also coordinating Station efforts to penetrate the military and is already achieving some positive results. A recent military recruitment was made by another officer closely assisted and encouraged by Subject. The latter is now handling this new source, which could well become one of the Station's most productive.

Subject has clearly demonstrated his managerial talent and acuity in the handling of funds and other resources. I would predict a most successful tour of duty for this fine officer in Lima and foresee marked progress toward Station operational objectives as a result of his presence.

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE	SIGNATURE OF EMPLOYEE	
7 January 1972	/s/ Thomas Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
3		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 Jan 72	COS	/s/ Stewart Burton
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>I concur in the above ratings and comments. While it is indeed a little early to make truly valid and perceptive remarks, we have also noticed from our vantage point back here the steady influence Mr. Keenan has exerted on two highly imaginative and active but relatively inexperienced Station members to which the COS alludes in his commentary. We too foresee a very successful tour for this talented officer and agree that the Station is indeed fortunate to have him present at this important time when operational prospects in Peru are so rapidly improving.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 February 1972	Deputy Chief, WH/3	Richard L. Conolly

**SECRET**



SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. ID
Keenan, Thomas J.		29 Jan 30	M	GS 14	B
6. OFFICIAL POSITION TITLE		7. OFFICE OR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH/3		Bogota, Colombia	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 April 1971 to 13 July 1971		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Conduct Station REDTOP operations					S
SPECIFIC DUTY NO. 2					RATING LETTER
Agent handling					O
SPECIFIC DUTY NO. 3					RATING LETTER
Development of new contacts and recruitment					S
SPECIFIC DUTY NO. 4					RATING LETTER
Operational reporting and project management					O
SPECIFIC DUTY NO. 5					RATING LETTER
Supervise one case officer and intel assistant					S
SPECIFIC DUTY NO. 6					RATING LETTER
Liaison with other LNPURE components					S
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

FORM 45 10-60 (Rev. 1-60)

SECRET

Reviewed by OP/SPD/PP

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A. GENERAL				026090	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
Keenan, Thomas J.		29 Jun 1930	M	GS-14	D
6. OFFICIAL POSITION/TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH		Bogota	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
30 April 1971			1 Jan 70 - 31 March 70		
SECTION B. PERFORMANCE EVALUATION					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1				RATING LETTER	
Conduct Station REDTOP operations				S	
SPECIFIC DUTY NO. 2				RATING LETTER	
Agent handling				O	
SPECIFIC DUTY NO. 3				RATING LETTER	
Development of new contacts and recruitment				S	
SPECIFIC DUTY NO. 4				RATING LETTER	
Operational reporting and project management				O	
SPECIFIC DUTY NO. 5				RATING LETTER	
Supervise one case officer and intel assistant				S	
SPECIFIC DUTY NO. 6				RATING LETTER	
Liaison with other LNPURE components				S	
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.				RATING LETTER	
				S	

SECRET

(When Filled In)

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer has continued to give a uniformly strong or better performance during the rating period. Comments in his previous fitness report continue to apply. He has received slightly lower ratings for some specific duties in Section B only because he received a well-deserved promotion last year and now must be evaluated in comparison with other GS-14's. As can be seen from the rating, even at this new level we feel he is giving a fine performance in comparison with his new peers.

Although the Station cannot claim any breakthrough in the REDTOP field during the rating period, this officer's work continued high in quality and quantity. He added three new members to our stable of REDTOP access agents, developed an intensive target analysis program and improved our REDTOP reporting in general to the point where it has been commended by Headquarters. The most recent Hdqs evaluation stated: "The efforts against PTL Soviets show imagination and sound analysis, and reporting has improved greatly. The changes in the PTL are reasonable and the Station's support operations are well-tailored to provide information of use in programming human access to the Soviets on the PTL. Lastly, plans for the next half-year are realistic. We are encouraged by the Station's unmistakable positive attitude about the prospects of the effort against this difficult target." Working against this frustrating and difficult target, this officer has retained his (cont.)

**SECTION D**

**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT and reviewing

DATE

SIGNATURE OF EMPLOYEE

official's comments

12 April 1971

/s/ Thomas Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

12 April 1971

DCOS

/s/ Wallace Mills

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL: I concur with the rating officer's evaluation and comment and would like to stress that the only reason his letter rating has dropped from outstanding to a solid strong is that he is now being rated as a GS-14 and not as a GS-13. A comment is also in order in regard to his possible cautiousness which is mentioned in the narrative portion of the report. Subject is a truly professional officer and especially adept at CI/FI. He is therefore able to quickly spot some weaknesses in proposed operations and quite properly and always accurately, points these out. On the other hand, in the Latin American environment some risks are acceptable which would not be tolerable in a situation where a higher degree of professionalism is mandatory. At times I have been in the anomalous position of approving an operation which Subject, perceptibly (cont)

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

12 April 1971

COS

/s/ Dino J. Pionzio

SECRET

S E C R E T

Continuation of Section C of Fitness Report on NIARCOS

enthusiasm, imagination and drive. He has built good photo and audio programs and a support mechanism which give us excellent coverage of the target. He has then gone further into analyses of individual targets. The groundwork has been laid methodically; what we lack is luck to recruit that most elusive of sources--a Soviet.

I have no doubt this officer has additional growth potential. He has unusual drive and motivation; he shows imagination with good judgment. He combines this with a broad background of experience in FI, CI and operational support work and excellent tradecraft. He should guard against a tendency to be over-cautious, but is intelligent, ambitious, perceptive, and has all the attributes necessary to do a good job in his next assignment as DCOS at a moderate-sized station. This will give him an opportunity to show adaptability in a major supervisory position.

This officer has high personal standards. One of his strongest characteristics is his decisiveness and ability to organize his time, recognizing priorities and accomplishing his work quickly. He never misses a deadline. His work is thorough but cuts through verbiage to the essentials. He accepts responsibility well and once an assignment is made can be depended upon to take care of it without further follow-up by the supervisor. He is mature in his attitude toward JKLANCE and both he and his family observe the highest standards of personal conduct. His wife, who is bi-lingual, adds considerably to his contact work. They are popular in the community. In sum, this employee is a proven case officer who is about to take on managerial responsibility; he has every qualification to do equally well in this field.

\* \* \*

Continuation of Section D., Item 3. (Comments by Reviewing Official)

and correctly, has indicated as having some rather strong weaknesses. However, this comment should not be construed as indicating lack of aggressiveness in Subject. He is, in fact, very aggressive in developing operational contacts and in making recruitments. In sum, Subject is one of our best all-around officers with a great breadth of experience, a fine potential for growth, and sharp intelligence coupled with unusual discipline. We shall miss him and his wife and are certain he will do well in his new post.

S E C R E T



SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				620080			
<b>SECTION A</b>				<b>GENERAL</b>			
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.			06/29/30	M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer			DDP/WII/3		Bogota		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
<b>SECTION B</b>				<b>PERFORMANCE EVALUATION</b>			
<b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.							
<b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.							
<b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.							
<b>S-Strong</b> Performance is characterized by exceptional proficiency.							
<b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Conduct Station REDTOP Operations						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Agent Handling						O	
SPECIFIC DUTY NO. 3						RATING LETTER	
Development of New Contacts and Recruitment						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Operational Reporting and Project Management						O	
SPECIFIC DUTY NO. 5						RATING LETTER	
Supervise one case officer and intel assistant						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
Liaison with other LNPURE components						S	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							O

SECRET

Reviewed by OP/SPD/PPB

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer continues to make an outstanding contribution to the Station. The narrative comments of the previous fitness report continue to apply to this employee who, despite the well-known frustrations of work in the REDTOP field, has maintained his drive and enthusiasm and made considerable progress in developing our REDTOP program to the point where we are promptly aware of the movements and activities of MHARSH personnel and now have a stable of access agents who are contributing regularly to our files of personality and vulnerability data on selected MHARSH targets. The files which he has set up are a model of organization and thoroughness. He has drawn on all aspects of the Station's work and potential to build his program.

During the year this officer has either personally, or through his agents, recruited five new access agents. He located, staffed and organized a new observation post. He completed work on a complicated prospective audio installation which finally aborted, due to uncontrollable factors. Meanwhile he continued to improve the production of his existing agents and the organization and smooth operation of his small section. He has done a good job of guiding another officer in his first attempts at FI work. His reporting is exceptional, always timely and complete.

Of special note was the officer's progress in entertaining and developing a wide range of contacts in both the Colombian (continued)

SECTION D			CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE				
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT				
DATE	SIGNATURE OF EMPLOYEE			
13 February 1970	/s/ Thomas J. Keenan			
2. BY SUPERVISOR				
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE		
13 February 1970	Ops Officer	/s/ Wallace A. Mills		
3. BY REVIEWING OFFICIAL				
COMMENTS OF REVIEWING OFFICIAL: I fully concur with the rater's evaluation. Subject is the strongest officer at this Station and is one of the best operations officers I have encountered in my 19 years with the organization. We call your attention to MLBT-4028, dated 25 February 1969, in which we strongly recommended that he be promoted promptly to GS-14. We reiterate this recommendation with some urgency. He will now be 40 years old in June and if we expect to keep officers of this caliber we must move them along. I am not aware that we are so rich in talent that we can afford the luxury of slighting officers who have the potential of Subject.				
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE		
February 1970	COS	/s/ Dino J. Pionzio		

SECRET

**SECRET**  
(When Filled In)

Reviewed by OP/PD/EAB

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
<b>SECTION A: GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>Kushni, Thomas J.</b>			2. DATE OF BIRTH <b>06/29/30</b>	3. SEX <b>M</b>	4. GRADE <b>GS-13</b>
5. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/3</b>		6. CURRENT STATION <b>Bogota</b>
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) <b>1 April 1968 - 31 March 1969</b>		
<b>SECTION B: PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <b>Conduct Station RENTOP Operations</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 2 <b>Assists COS as DeFacto Ops Chief</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 3 <b>Supervise one Intel Assistant</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 <b>Agent Handling</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 5 <b>Development of new contacts and Recruitment</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6 <b>Operational Reporting</b>					RATING LETTER <b>- O</b>
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <b>O</b>

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

It is a pleasure to write a Fitness Report on this officer. Always a strong performer, Subject has continued to mature and improve during the reporting period. Early in the year he took over the Station's operational support team for several months, handling them extremely well, while developing a new team on the outside. In July he assumed primary responsibility for the Station's new REDTOP program and has done an outstanding job, of keeping abreast of REDTOP activities here and exploiting those opportunities which have occurred despite a seriously understaffed section. At the same time he is continuing to direct one outside contract agent, service an audio operation and still found time to develop another particularly important new audio operation up to its final stages of implementation. These tasks reflect the Station's confidence in and reliance on Subject who is giving an overall outstanding performance.

Subject's greatest strengths are good judgement, enthusiasm, dynamism and an ability to grasp the major elements of any task and handle them quickly and intelligently. He is personable and mixes well. During the year he has made excellent progress in expanding his contacts throughout the Colombian community and selecting and developing those that can be of use to the Station. He is aided in this by his wife who is attractive, has excellent Spanish and is a great addition to his work.

SECTION D

CERTIFICATION AND COMMENTS

Cont'd.....

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
4 Feb. 1969	/s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	Ops Officer, DCOS	/s/ Wallace A. Mills
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
COS fully concurs with above appraisal. Subject definitely falls into the category of potential Chief of Station material. He has uncommon operational judgment, broad professional experience, a keen sense of priorities, handles people well and combines the unusual traits of being well liked yet firm. Devoted to his job he works long hours without diminishing his efficiency. Although respectful to his superiors he is decisive. An excellent family man he has no bad habits. His wife is of great assistance to him in his work. COS intends to recommend subject for promotion to GS-14 in the next cycle in the belief that men of subject's ability and potential should be brought along rapidly. He will be 39 years old next June and it is essential that he be made to feel that		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	Chief of Station	/s/ Dino J. Pionzio

SECRET



SECRET

Continuation of Fitness Report - Section C.....

Subject accepts new responsibilities readily; he shows initiative and has imagination; he displays reasonable cost-consciousness, and reacts well to supervision. Above all, Subject is energetic, recognizes priorities, and gets things done.

This man is an outstanding officer who is enthusiastic concerning WOFIRM work, and should continue to be given additional responsibilities and the grades and titles that go with such responsibilities. Director of the REDTOP program in Bogota is a major step forward, but we have just completed the preparation stage. With the success we expect him to have during the remainder of his tour, Subject should be ready to assume a position as deputy chief of an equivalent Station. At this time there are no apparent limitations to Subject's prospects. In recognition of his outstanding performance and solid potential subject is strongly recommended for early promotion from GS-13 to GS-14.

Continuation of Fitness Report - Comments by Reviewing Official

he is progressing with our other outstanding officers in the same age group.

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
Keenan, Thomas J.			June 1930	M	GS-13 D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATION		
Ops Officer			DDP/WH/3 Bogota, Colombia		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
31 May 1968			1 January - 20 May 1968		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Agent handling and exploitation					RATING LETTER S
SPECIFIC DUTY NO. 2 Management of and guidance to two unilateral surveillance teams					RATING LETTER S
SPECIFIC DUTY NO. 3 Operational management of project activities					RATING LETTER S
SPECIFIC DUTY NO. 4 Operational (including contact) reporting					RATING LETTER S
SPECIFIC DUTY NO. 5 Contact and Cultivation Activities					RATING LETTER P
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MAIL ROOM

## SECTION D

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

14 May 68

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION:

11 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

14 May 68

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Paul VanVary

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL:

I concur with the letter rating of the rating officer.

DATE

14 May 68

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Richard Sampson

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

026090

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.	June 1930	M	GS-13	D
6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
Ops Officer	WB	Bogota		
9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)	<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):	<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From - to)			
28 February 1968	1 July - 31 December 1967			

## SECTION B

## PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1

Agent handling and exploitation

RATING LETTER

S

SPECIFIC DUTY NO. 2

Direction of Covert Action (propaganda) activities

RATING LETTER

S

SPECIFIC DUTY NO. 3

Operational management of project activities

RATING LETTER

S

SPECIFIC DUTY NO. 4

Operational, including contact, reporting

RATING LETTER

S

SPECIFIC DUTY NO. 5

Contact and cultivation activities

RATING LETTER

P

SPECIFIC DUTY NO. 6

RATING LETTER

P

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S



SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or add as given in Section B to provide basis for determining future personnel action. Record of performance of manager or supervisor, if applicable, and cost consciousness in the use of personnel, office, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>This employee has been at this station since June 1967 and has been assigned the following operational duties: he has started from scratch the organization of a second, unilateral surveillance team consisting of one principal agent and three foot surveillants and investigators; he is giving guidance and direction to one WOLADY contract agent who, in turn, handles Station's WOLINE programs in the press and student fields; he also gives guidance and additional on-the-job training to a contract agent of Venezuelan nationality who is used in recruitment approaches, the handling of out-of-town penetrations of subversive groups, and in a support capacity.</p> <p>This employee carries out the above cited tasks with initiative, alacrity and with common sense. He requires the absolute minimum of supervision. His extensive experience in his previous assignment abroad has helped greatly in getting the new surveillance and investigative team organized quickly. The direction he has given in the WOLINE field, where a reorganization was called for and is being carried out under his supervision and guidance, has been excellent, especially considering the fact that this is his first experience in the WOLINE field. The Venezuelan contract agent has carried out a number of recruitment pitches (including false flag ones) under the close supervision of this employee, who demonstrated a fine knowledge of technique and a good sense of counter intelligence procedures.</p> <p>This employee is an extremely hard worker, writes well and has a well organized mind. His operational reporting is extensive and invariably on time.</p> <p style="text-align: right;">(Continued on annex)</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
5 February 1968	/s/ Thomas J. Keenan		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
7	XXXXXXXXXXXX		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
5 February 1968	Deputy Chief of Station	Paul Van Marx	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur with the narrative comments and numerical ratings given by the Rating Officer. I have found this employee to be a particularly mature case officer who possesses an excellent knowledge of tradecraft and requires little or no supervision to carry out his assignments. His work is of an excellent quality and he has proved to be a definite asset to this station. His only area of weakness is that he must be more assertive and aggressive in developing operational contacts of use to the Station. This has been discussed with him and he is planning to devote more effort in the future to correct this weakness.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
5 February 1968	Chief of Station, Bogota	Richard Sampson	

SECRET

SECRET

Annex to Fitness Report

Section C. continued

He has demonstrated an excellent sense of cost consciousness.

This employee has a cheerful disposition and gets along well with his colleagues. His willingness to help out others certainly contributes to the smooth functioning and pleasant atmosphere at the Station. The only criticism, and a minor one indeed, is that this employee, with the many positive assets he has (including his wife who speaks fluent Spanish), could be more forceful in the field of developing new assets of operational interest to the Station.

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.			June 1930	M	GS-12	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer			DDP/WH/FI		HQ		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
XX CAREER			INITIAL				
CAREER-PROVISIONAL (See Instructions - Section C)			XX ANNUAL				
SPECIAL (Specify)			SPECIAL (Specify)				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)				
31 January 1967			1/66 - 12/66				
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.						RATING LETTER S	
SPECIFIC DUTY NO. 2 Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.						RATING LETTER O	
SPECIFIC DUTY NO. 3 On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.						RATING LETTER O	
SPECIFIC DUTY NO. 4 Drafts guidances and other correspondence.						RATING LETTER P	
SPECIFIC DUTY NO. 5 Represents C/WH/FI in meetings and on committees.						RATING LETTER S	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B by providing basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If this space is needed to complete Section C, attach a separate sheet of paper.

This officer's duties remained the same as during the rating period and he has continued to discharge with the same high degree of effectiveness, industriousness and cheerfulness. Now that he has been under my supervision for 16 months, I find my first impressions - reflected in last year's fitness report - confirmed to the effect that subject is a strong officer possessing all the necessary qualifications for exceptional growth potential.

In dealing with Branch personnel, who often are senior to him in grade, age and experience, subject conducted himself with great tact and discretion, yet with sufficient firmness to achieve the desired results. In reviewing the FI projects of the Division he has demonstrated that he has a good sense for values, an appreciation of counter-intelligence and security factors and a proper degree of cost consciousness.

Subject did an excellent job at the staff level and has kept well on top of a very heavy paper flow. He is well-disciplined in his personal and working habits without losing his sense of humor, inquisitiveness and enthusiasm. All in all, a very fine fellow to have next to you.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
31 January 1967	<i>Thomas Polgar</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
16		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1967	C/WH/FI	<i>Thomas Polgar</i> Thomas Polgar
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
This has my full concurrence. This officer has considerable potential.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
3 February 1967	WH/EXO	<i>D. C. Marelus</i> D. C. Marelus

SECRET



# FITNESS REPORT

**026090**

7-44 45 CONSULT PREVIOUS EDITIONS.

**SECRET**

SECRET

(When Filled In)

## SECTION C

## NARRATIVE COMMENTS

OFFICE OF PERSONNEL

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties, if described, if applicable.

While Subject has been under my supervision only for the past three months, the following comments reflect also the opinion of the previous supervisor.

Mr. Keenan is an exceptionally strong officer. Following a successful tour in Mexico, he was assigned to the WH Division Staff in a capacity which required not only intelligence and a knowledge of operational procedures, but also a good measure of tact and perception in dealing with Branch personnel senior to him in rank and experience. Mr. Keenan adapted himself to the requirements of this assignment to our complete satisfaction.

Subject is industrious, fast in his work, and enthusiastic. Despite the inevitable demands of a large, young family, he has not permitted his domestic responsibilities to interfere with his official duties. His performance on temporary duty in the Dominican Republic merits special recognition.

The nature of a Headquarters staff assignment precludes spectacular achievements. The excitement and glamor which make field assignments challenging and rewarding are absent here. Instead, there is a routine and sometimes almost overwhelming flow of paper which has to be massaged and managed, dull as it may be. Many a young officer's motivation did not measure up to this test. Those officers who work on a desk or a staff as effectively and cheerfully as they do in the field are the ones who are likely to possess and develop the qualities needed for senior positions. Mr. Keenan is in this category. He has considerable growth potential.

## CLASSIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE 16 Dec 65	SIGNATURE OF EMPLOYEE <i>W. Keenan</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 3	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 16 Dec '65	OFFICIAL TITLE OF SUPERVISOR C/WH/PI	TYPED OR PRINTED NAME AND SIGNATURE <i>Thomas Polgar</i> Thomas Polgar
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>I am not personally acquainted with this Officer's work. However, inquiries have borne out the rater's high regard for his work and prospects. I concur in full with this report.</p>		
DATE 16 December 1965	OFFICIAL TITLE OF REVIEWING OFFICIAL WH/Executive Officer for/ DC/HRD	TYPED OR PRINTED NAME AND SIGNATURE <i>Donald C. Marelius</i> Donald C. Marelius for/ Jacob D. Esterline

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

--026090

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
KEENAN, Thomas J.			June 1930	M	GS-12	P
6. OFFICIAL POSITION TITLE			7. OFF/DIV/DR OF ASSIGNMENT		8. CURRENT STATION	
Op Officer			DDP/4H/P/O/A		Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
31 January 1965			30 November-31 December 1964			

## SECTION B

## PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	RATING LETTER
Reading in to CI work in WH and reading in to operational support (audio, surveillance, intercept) work in WH.	S
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	RATING LETTER
22 JAN 1965	S

SECRET

SECRET

(Form Filled In)

OFFICE OF PERSONNEL

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in mind overall performance. State suggestions made for improvement of work performance. Note any training, Comment on foreign language competence, if required for current position. Amplify or explain any given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Keenan has been only a month on the job but has pitched in so vigorously that he has made a more definite impression than would ordinarily be given one in a month's time. The work here and the cases he has been dealing with are unfamiliar to him but I have found him very quick to absorb a briefing, able to ask the right and most searching questions, and fast at absorbing the key elements of a case and defining the "problem" from reading of a case file.

He is in the process of learning his present job but he is learning quickly and I have developed a feeling of confidence in passing things to him to "look at" or to do. I have not seen enough of his writing to make a judgment of his analytical ability or of the clarity with which he can put ideas forward.

He has a good manner, is energetic, responsive, and bright, and his attitude is thoughtful and perceptive. I would assume that he would be a year or so in his present position and his assignment after that should be tied to his next overseas post. I feel he shows the qualities and interest (and has the experience from his time in Mexico) to work against our hard and serious targets: the Soviet and their collaborators of the bloc, and I suggest his future be pointed in that direction. He can learn a great deal about work against these targets in his current position.

## SECTION D

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

31 December 1964

Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:

1

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

31 December 1964

C/WH/PO/A

John Horton

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

15 January 1965

Deputy Chief, WHD

John Horton

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.			29 June 1930	M	GS-10	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT			
Ops Officer			DDP, Mail 3 Mexico			
8. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			

1 Oct. 1961 to 30 September 1962

## SECTION B

## PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of twenty-five agents, including one senior (CS-13) career agent.	RATING LETTER S
SPECIFIC DUTY NO. 2	Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of 11 agents.)	RATING LETTER S
SPECIFIC DUTY NO. 3	Responsibility for sensitive double agent operation targeted against the Soviets.	RATING LETTER P
SPECIFIC DUTY NO. 4	Responsibility in Mexico for an operation involving a singleton agent operating as a third national. This operation includes responsibility for maintaining an SW link with the agent during those periods he is not in Mexico.	RATING LETTER S
SPECIFIC DUTY NO. 5	Alternate (to COS) Case Officer for a LAURICEL project of continuing importance; also alternate Case Officer (to DCOS) for two important support projects.	RATING LETTER P
SPECIFIC DUTY NO. 6	Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.	RATING LETTER P

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S



SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject's duties and responsibilities as an Operations Officer are characterized by managerial and supervisory responsibility for several important operations. Although subject's grade (GS-10) is considerably below that of all other Station Operations Officers, it is noted that his duties, responsibilities and authority are comparable to those possessed by officers with two to four grades higher rank.

Subject is a mature, competent, conscientious and thoroughly dependable officer who always performs his assignments in an excellent manner and willingly assumes responsibilities which are usually associated with officers of higher rank.

Subject does not have any significant weaknesses. His command of the Spanish language is entirely adequate for most operational needs and is continually improving.

Based on subject's personal qualifications, his past performance and his very weighty and important operational responsibilities, it is strongly and urgently recommended that subject be promoted to at least GS-11 and that serious consideration be given to a double promotion to GS-12.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

15 Nov 62

SIGNATURE OF EMPLOYEE

/S/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

15 Nov 62

OFFICIAL TITLE OF SUPERVISOR

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/S/ Winston M. Scott

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

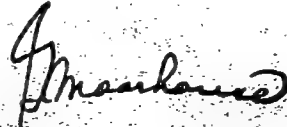
SECRET

CONFIDENTIAL

MEMORANDUM FOR: Chief, Records & Services Division  
Office of Personnel

SUBJECT: State Department Promotion of  
Thomas J. Keenan

1. The Department has informed this office that effective 5 August 1962 subject employee was promoted from FSS-10, \$6450 to FSS-9, \$6695.
2. Request this notice be placed in the official folder of the employee concerned.

  
Chief, Central Cover Group

cc: Operating Component Compensation  
and Tax Accounts Branch

CONFIDENTIAL

**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER					
<b>SECTION A</b>						26090					
<b>GENERAL</b>											
1. NAME (Last) <b>KEEHAN</b> (First) <b>Thomas</b> (Middle) <b>J.</b>			2. DATE OF BIRTH <b>29 June 1930</b>		3. SEX <b>Male</b>		4. GRADE <b>GS-9</b>				
5. SERVICE DESIGNATION <b>FI (Career)</b>			6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>WH/III/DEXT</b>					
8. CAREER STAFF STATUS				9. TYPE OF REPORT							
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN O.P. <b>30 November 1961</b>			11. REPORTING PERIOD From <b>1 Dec 60</b> To <b>30 Sept 61</b>		12. SPECIAL (Specify)						
<b>SECTION B</b>											
<b>EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory   2 - Barely adequate   3 - Acceptable   4 - Competent   5 - Excellent   6 - Superior   7 - Outstanding											
SPECIFIC DUTY NO. 1 <b>Assistant Case Officer in supervision of sensitive technical operation involving approximately 30 persons</b>				SPECIFIC DUTY NO. 4 <b>Alternate Case Officer for surveillance operation</b>		RATING NO. <b>6</b>					
SPECIFIC DUTY NO. 2 <b>Case Officer for operation covering instructing and directing a REDCAP candidate</b>				SPECIFIC DUTY NO. 5 <b>Alternate Case Officer for technical project supporting overall Station operations</b>		RATING NO. <b>6</b>					
SPECIFIC DUTY NO. 3 <b>Alternate Case Officer for LAURICLE Project</b>				SPECIFIC DUTY NO. 6 <b>Case Officer for double agent operation</b>		RATING NO. <b>7</b>					
<b>SECTION C</b>											
<b>EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <b>6</b>				
<b>SECTION D</b>											
<b>DESCRIPTION OF THE EMPLOYEE</b>											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLICABLE	NOT OBSERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE											
RESOURCEFUL											X
ACCEPTS RESPONSIBILITIES											X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											X
DOES HIS JOB WITHOUT STRONG SUPPORT											X
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X
WRITES EFFECTIVELY											X
SECURITY CONSCIOUS											X
THINKS CLEARLY											X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS											X
OTHER (Specify):											X

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the basis for determining future personnel actions.

Oct 25 2 32 PM '61

Subject, a Case Officer at this Station since 3 February 1960, continues his outstanding performance in assignments normally handled by a Case Officer of a considerably higher grade.

Subject carries out his assignments with a minimum of supervision and is very willing to accept responsibilities of any type assignment to him.

Subject is rated very highly in Section B of this Fitness Report and this has been done because Subject has earned these ratings in his own right and in comparison with the work done by other Case Officers at this Station.

It is strongly recommended that Subject be given special consideration for promotion. It would be unfortunate for KUBARK to lose a man of this calibre through neglect of his career promotions. In addition to this superior work, Subject is the head of a family of six (6). As a result of his low salary, he is relegated to an inferior standing in the local society, based upon what a man can acquire through his earnings. Subject's contacts and currently high standard operations require that he spend and appear to be making considerably more than he is currently paid by KUBARK. It would seem unreasonable for KUBARK to expect a man of this calibre to make high level contacts and yet not be able to represent himself as a man in the economic level which his responsibilities represent.

## SECTION F

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

SIGNATURE OF EMPLOYEE

10 October 1961

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

20 Months

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:

EMPLOYEE UNDER MY SUPERVISION LESS THAN 60 DAYS

REPORT MADE WITHIN LAST 60 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

10 October 1961

Case Officer

/s/ Frank P. Estancera

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

I would strongly recommend that this officer be given an immediate promotion.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

10 October 1961

Chief of Division

/s/

J. King

SECRET

217

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>						EMPLOYER SERIAL NUMBER ✓	
<b>SECTION A GENERAL</b>							
1. NAME (Last) <b>Keenan</b> (First) <b>Thomas</b> (Middle) <b>J.</b>			2. DATE OF BIRTH <b>29 June 1930</b>		3. SEX <b>Male</b>		4. GRADE <b>GS-9</b>
5. SERVICE DESIGNATION <b>FI (Career)</b>		6. OFFICIAL POSITION TITLE <b>Intelligence Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>WIID/3</b>		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.				11. REPORTING PERIOD <b>Feb. 1960 - Dec. 1960</b>			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 <b>Asst. Case Officer in Supervision of sensitive technical operation involving approx. 30 persons</b>			RATING NO. <b>7</b>		SPECIFIC DUTY NO. 4 <b>Alternate Case officer for surveillance operation</b>		
SPECIFIC DUTY NO. 2 <b>Case officer for operation covering, instructing and directing a REDCAP candidate.</b>			RATING NO. <b>6</b>		SPECIFIC DUTY NO. 5 <b>Alternate Case officer for technical project supporting overall Station operations.</b>		
SPECIFIC DUTY NO. 3 <b>Alternate Case officer for LAURICLE Project</b>			RATING NO. <b>7</b>		SPECIFIC DUTY NO. 6		
					RATING NO.		
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements; 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <b>6</b>
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPL. CABLE	NOT OBS. SERVED	RATING	
						1	2
GETS THINGS DONE						3	4
RESOURCEFUL						5	X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT						X	X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS						X	X
THINKS CLEARLY						X	X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE



SECRET

OFFICE OF PERSONNEL

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for advancement, and his potential for greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is a young, aggressive Case Officer assigned to this Station since 3 February 1960. Prior to his assignment to this post, he was a JOL. Subject's greatest strength lies in the fact that he is extremely willing to undertake any task assigned to him regardless of its desirability, difficulty or the project's time consuming properties. Once given an assignment, Subject requires a minimum of supervision. Subject is especially suited to new assignments because of his adaptability to new circumstances. Subject's worst handicap is his youth coupled with his low grade in respect to the supervisory responsibilities assigned him. It is believed this person is a good candidate for advancement in view of his outstanding performance at this Station.

It will be noted that Subject is rated very highly in Sections B, C and D. These ratings are well earned by Subject in his own right and are even more pronounced when considered in respect to the performance of other more senior officers at this Station.

## SECTION F

## CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 19 December 1960	SIGNATURE OF EMPLOYEE /s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10 months.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 19 December 1960	OFFICIAL TITLE OF SUPERVISOR IO/PI	TYPED OR PRINTED NAME AND SIGNATURE /s/ Frank R. Estancona
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE 19 December 1960	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ Winston M. SCOTT

SECRET

DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE <b>LANGUAGE PROFICIENCY REPORT          ACHIEVEMENT RATING</b>		NAME <b>KEENAN, Thomas J.</b> AGENCY <b>Army</b> PLACE <b>FSI, Washington, D.C.</b>		GRADE <b>GS-9</b> DATE <b>1-10-60</b>							
LANGUAGE COURSE <b>Spoken Spanish</b>		DATES COVERED BY COURSE FROM <b>9-21-57</b> TO <b>1-5-60</b>									
CLASS HOURS PER WEEK <b>30</b>	LENGTH OF COURSE <b>18</b> WEEKS <b>15</b> MONTHS	AMOUNT COMPLETED <b>15 1/2</b> WEEKS <b>12</b> MONTHS	NO. OF CLASS HOURS COMPLETED <b>408</b>	NO. OF LAB HOURS COMPLETED							
COURSE MATERIAL <b>PSI Spanish - Basic Course</b>		NO. OF UNITS TO COURSE <b>60</b>	NO. OF UNITS COMPLETED <b>45</b>								
COURSE MATERIAL		NO. OF UNITS TO COURSE	NO. OF UNITS COMPLETED								
OTHER MATERIALS COMPLETED <b>Special Program</b>											
EVALUATION    A. EXCELLENT    B. VERY GOOD    C. GOOD    D. FAIR    E. POOR											
<b>SPOKEN LANGUAGE</b>											
PRONUNCIATION	A	B	C	D	E	VERSATILITY	A	B	C	D	E
GRAMMATICAL ACCURACY	A	B	C	D	E	COMPREHENSION	A	B	C	D	E
ASSIMILATION OF VOCABULARY	A	B	C	D	E	OVERALL FLUENCY	A	B	C	D	E
CONTROL OF FIXED UTTERANCES	A	B	C	D	E						
<b>WRITING SYSTEM</b>											
SIGHT READING OF MATERIAL COVERED	A	B	C	D	E	AIDED READING OF NEW MATERIAL ON NEXT LEVEL	A	B	C	D	E
SIGHT READING OF NEW MATERIAL ON SAME LEVEL	A	B	C	D	E	GENERAL COMPREHENSION	A	B	C	D	E
<b>GENERAL ACHIEVEMENT RATING</b>											
NATURAL LANGUAGE ABILITY	A	B	C	D	E	APPLICATION	A	B	C	D	E
MOTIVATION	A	B	C	D	E	OVERALL ACHIEVEMENT	A	B	C	D	E
NO. OF STUDENTS IN CLASS <b>11</b>	STANDING OF STUDENT IN CLASS <b>lower third</b>		ATTENDANCE OF STUDENT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> IRREGULAR			REASON(S) FOR IRREGULAR ATTENDANCE					
TO ACHIEVE MINIMUM ABSOLUTE RATING OF B-3 AND D-3 (SEE REVERSE SIDE) THE FOLLOWING ADDITIONAL TRAINING OR EXPERIENCE IS NEEDED											
REVIEWED BY <b>Frank A. Nica</b> Head, Language Testing Unit						DATED BY <b>David A. Griffin</b> Linguistic Scientist					

(See reverse side)

LANGUAGE PROFICIENCY REPORT  
ABSOLUTE RATING

1. Name

2. Age

3. Sex

4. Date

76

Rating based on classroom performance.

ABSOLUTE CATEGORIES

- 1. No proficiency in the language.
- 2. Able to use extremely limited vocabulary and simple sentence patterns in the language.
- 3. Able to use simple sentence patterns in the language.
- 4. Able to use simple sentence patterns in the language with some fluency.
- 5. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 6. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 7. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.

- 8. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 9. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 10. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 11. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 12. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 13. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.
- 14. Able to use simple sentence patterns in the language with some fluency and some comprehension of the language.

Grade 2  
Date: 10/10/76

10/10/76  
Language

**SECRET**  
(When Filled In)

OCT  
1959

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle) <b>KEENAN, Thomas J.</b>			2. DATE OF BIRTH <b>29 June 1930</b>		3. SEX <b>Male</b>		4. GRADE <b>GS-9</b>
5. SERVICE DESIGNATION <b>D</b>		6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/OR OF ASSIGNMENT <b>DDP/WH/III/C-A/DO</b>		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> PENDING		<input type="checkbox"/> MEMBER <input type="checkbox"/> DECLINED		<input type="checkbox"/> DEFERRED <input type="checkbox"/> DENIED		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P. <b>31 October 1959</b>		11. REPORTING PERIOD <b>23 Jan 59 30 Sep 59</b>					
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Prepare draft replies for Stations' operational guidance.				RATING NO. <b>4</b>		SPECIFIC DUTY NO. 4 Contact other Headquarters components in assisting the Stations' operations.	
SPECIFIC DUTY NO. 2 Process project renewals.				RATING NO. <b>5</b>		SPECIFIC DUTY NO. 5 Process FGA's and OA's for Costa Rica and Nicar gua and make necessary follow-ups.	
SPECIFIC DUTY NO. 3 Lead Stations operational support.				RATING NO. <b>4</b>		SPECIFIC DUTY NO. 6 RATING NO.	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <b>5</b>
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING	
						1	2
GETS THINGS DONE						3	4
RESOURCEFUL						5	
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 45 OBSOLETE PREVIOUS EDITIONS

**SECRET**

141

SECRET

(When Filled In)

OFFICE OF PERSONNEL

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D. *27 PA '59*

This individual is alert, conscientious and readily takes *MAIL ROOM* and accomplished his objectives with thoroughness and dispatch. He is a valuable asset and gets on well with his co-workers. He gives evidence of being a sound intelligence officer. He shows no weaknesses.

## SECTION F

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

This employee has been in training since 21 September, 1959.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

OTHER (Specify):

REPORT MADE WITHIN LAST 90 DAYS

DATE

30 September 1959

OFFICIAL TITLE OF SUPERVISOR

Cms Officer-Plane, Cms A

TYPED OR PRINTED NAME AND SIGNATURE

Walter T. Tenta  
Major Tenta

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS; I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

1 Oct 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/As/IST

TYPED OR PRINTED NAME AND SIGNATURE

Robert H. Deligron

SECRET



CONFIDENTIAL  
(When Filled In)

# FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

NAME

OFFICE

MALE

FEMALE

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.

% OF WOMEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE

100 80 60 40 20 0

80%

80%

70%

60%

50%

40%

30%

20%

APTITUDE CATEGORY

1.

2.

3.

4.

5.

6.

7.

8.

% OF MEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE

0 20 40 60 80 100

91%

80%

60%

52%

37%

23%

13%

5%

Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language or the one to be studied or in a different one is, of course, an additional relevant factor.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL

MONTHS OF ACADEMIC TRAINING

NONACADEMIC EXPERIENCE (1 year or more)

LESS THAN 1

1-2

3-4

5-6

7-8

DATE

SIGNATURE OF CHIEF, A & E STAFF

W. L. L. L. L.

NOTE: This report may be shown to the individual concerned.

FORM 1674

CONFIDENTIAL

1497

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 3 MAR 1959

FROM : Director of Training

SUBJECT: Summary of JOT Career of Thomas J. Keenan

1. Statement of Transfer

Junior Officer Trainee Thomas J. Keenan has been reassigned from the T/O of the JOT Program to the T/O of WH Division effective 25 January 1959. Following is a summary of the accomplishments of Mr. Keenan while he was a Junior Officer Trainee.

2. Basis for Selection by JOTP

Keenan came to the Agency on the JOT Program at GS-7 on 20 May 1957. He received his B.A. in History from Marquette in 1953. He spent four years in the Navy as a Lieutenant. He was a Commo officer, having supervision of thirty men. His high motivation - he turned down an 18 month training program with IBM - coupled with his fine personal attributes, made him appear to be a good JOT candidate.

3. Formal Training

After EOD Keenan attended IOC from 27 May to 21 June 1957, receiving two Excellent evaluations. From 24 to 28 June he was on interim assignment in FBID. He attended ITC from 1 to 28 July where he earned three Excellent grades. From 28 July to 23 August he was assigned on an interim basis to WE/Spain. From 26 August to 27 September he was registered in a special TSS course. He gained good ratings. After an interim assignment to the CI Staff for one month Keenan was attached for on-the-desk training to WH/1 on 8 January 1958. In March he entered the Operations Course, where he continued until 7 June. In this course he received four high satisfactory and two medium satisfactory grades.

4. On-the-Desk Training

On-the-desk training for Keenan in WH/1 was largely as assistant to the desk CE and FI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

-2-

### 5. Evaluation of the Subject's Training

Keenan's evaluations in formal training have been uniformly commendatory. The ITC instructors found that "although he was a bit slow in adjusting to the requirements of the course, during the last two weeks he showed definite progress...his final briefing was excellent...pleasant young man, interested and cooperative...gives promise of being a sound intelligence officer". In the OC his work was good - "performance was highly satisfactory...in face-to-face practical exercises he was effective...acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods".

On the desk he proved to be "intelligent, alert, conscientious...enthusiastic and imaginative...gets on well with his co-workers and takes a healthy point of view toward his assignments. His motivation is high".

### 6. JOTF Opinion of the subject.

Keenan has always made a good impression. He has worked diligently, has made for the smooth operation of the Program, and has received commendation from his supervisors on the desk. It will be very surprising if Keenan does not prove to be a solid, effective officer who will make good progress in the Clandestine Services.

*Matthew Baird*

MATTHEW BAIRD

59-1-7K-3680

SECRET

(When Filled In)

## FITNESS REPORT (Part II) PERFORMANCE

## INSTRUCTIONS

**FOR THE ADMINISTRATIVE OFFICER:** Consult current instructions for completing this report.

**FOR THE SUPERVISOR:** This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20.370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section A below.

## SECTION A.

## GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KEENAN,	Thomas	J.	29 June 1930	M	ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OTR/JOTP			JOT		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-7	20 February 1958	20 May 1957 - 20 February 1958			
10. TYPE OF REPORT (Check one)		11. REASON FOR SUPERVISOR'S EVALUATION (Specify)			
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR			
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ WAS ☐ WAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "C" OR "D," A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input checked="" type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL DOES NOT EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles	C/JOTP/TR

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE  
 Posted For. Com. *MA* 24 FEB 58  
 Reviewed by *Willet L. Eccles* 2/24/58

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	Robert B. Freeman	DDTR

## SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

**DEFINITIONS:** Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. RARELY ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

EXHIBITS:

45 (Part I) SECRET

Performance

SECRET

OFFICE OF PERSONNEL

## 1. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

- a. State in the space below up to one of the more important SPECIFIC DUTIES in this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each SPECIFIC DUTY considering ONLY effectiveness in performance of this SPECIFIC DUTY.
- c. For supervisors, ability to supervise will always be rated as a SPECIFIC DUTY; do not rate as supervisors those who supervise a secretary only.
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING

GIVING LECTURES

CONDUCTING SEMINARS

WRITING TECHNICAL REPORTS

CONDUCTING EXTERNAL RELATIONS

TYPING

TAKING DICTATION

SUPERVISING

HAS AND USES AREA KNOWLEDGE

DEVELOPS NEW PROGRAMS

ANALYZES INDUSTRIAL REPORTS

MANAGES FILES

OPERATES RADIO

COORDINATES WITH OTHER OFFICES

WRITES REGULATIONS

PREPARES CORRESPONDENCE

CONDUCTS INTERROGATIONS

PREPARES SUMMARIES

TRANSLATES GERMAN

OBTAINING SOURCES

KEEPS BOOKS

DRIVES TRUCK

MAINTAINS AIR CONDITIONING

EVALUATES SIGNIFICANCE OF DATA

- g. For some jobs, duties may be broken down even further if supervisor considers it advisable. E.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE  
RATING  
NUMBER

- 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
- 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
- 3 - PERFORMS THIS DUTY ACCEPTABLY
- 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
- 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB

- 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
- 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1

Training Courses

RATING  
NUMBER  
5

SPECIFIC DUTY NO. 4

RATING  
NUMBER

SPECIFIC DUTY NO. 2

Research on  
Communist Party ActivitiesRATING  
NUMBER  
5

SPECIFIC DUTY NO. 5

RATING  
NUMBER

SPECIFIC DUTY NO. 3

RATING  
NUMBER

SPECIFIC DUTY NO. 6

RATING  
NUMBER

## 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has proved to be intelligent, alert, conscientious. He takes on new tasks readily and accomplishes his objectives with minimum supervision. He is enthusiastic and imaginative. He gets on well with his co-workers and takes a healthy viewpoint toward his assignments. His motivation is high.

## SECTION D.

## SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work at about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE - BELOW AVERAGE BUT WITH NO NEARNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PLUM IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN THE ORGANIZATION

RATING  
NUMBER  
5IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY.

SECRET



SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the (B) no later than 30 days after the due date indicated in item 8 of Section "C" below.

## SECTION E.

## GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KEEFAN,	Thomas	J.	29 June 1930	M	ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OTR/JOTP			JOT		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (inclusive dates)			
GS-7	20 February 1958	20 May 1957 - 20 February 1958			
10. TYPE OF REPORT (Check one)		11. TYPE OF SUPERVISOR		12. SPECIAL (Specify)	
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE			

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles	C/JOTP/TR
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	Robert B. Freeman	DDTR

## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encompassed at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	DATE
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES	
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES	
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING	
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL	
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES	

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
0	3	A GROUP DOING THE BASIC JOB (such drivers, stenographers, technicians or professional specialists of various kinds) WHOSE CONTACT WITH IMMEDIATE SUPERORDINATES IS FREQUENT (First line supervisor)
0	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
0	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
0	2	WHEN CONTACT WITH IMMEDIATE SUPERORDINATES IS NOT FREQUENT
0	2	WHEN IMMEDIATE SUPERORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
0	2	WHEN IMMEDIATE SUPERORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
0		OTHER (Specify)

SECRET

OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

eight

FLB 13-3 ON PH '58

2. COMMENTS CONCERNING POTENTIAL

Subject is at present highly motivated and will undoubtedly remain so if he is given challenging work to do. He is equipped intellectually and emotionally to do fine work if his motivation remains. His potential for a good Agency career is high.

## SECTION II.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject is at present attached to H/3 for on-the-desk training for approximately a year prior to an overseas tour.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

3. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	3	24. POKES WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. ENJOYS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS JEREBABLE
3	8. DOES HINGERS FOR FACTS	3	18. IS VOLUNTARY	4	28. HAS POSITIVE FEELING ABOUT STARTING
4	9. DOES THINGS HOME	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLHODDLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT  
OFFICE OF TRAINING  
FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (006000) has completed the two day Equal Employment Opportunity (EEO) Seminar for Supervisors held 28 - 29 March 1977. At the conclusion of this two-day session, each participant will be able to describe the following:

- a) The EEO Program and reasons for its existence;
- b) A supervisor's responsibility in implementing the program;
- c) The procedures for processing EEO complaints;
- d) The Agency's past record and the Agency's Affirmative Action Plans; and
- e) The significance of Upward Mobility, Federal Women's, and Hispanic Programs in the overall EEO Program.

FOR THE DIRECTOR OF TRAINING:

*Donald R. Heady*  
DONALD R. HEADY  
Course Administrator

ADMINISTRATIVE — INTERNAL USE ONLY

KEENAN, THOMAS J

1. NAME (Last, first, middle initial) <b>KEENAN, THOMAS J</b>		2. DATE OF BIRTH (Month, day, year) <b>1939</b>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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<td>LT</td> <td>2184</td> <td>2185</td> </tr> <tr> <td>2185-2186</td> <td>LT</td> <td>2185</td> <td>2186</td> </tr> <tr> <td>2186-2187</td> <td>LT</td> <td>2186</td> <td>2187</td> </tr> <tr> <td>2187-2188</td> <td>LT</td> <td>2187</td> <td>2188</td> </tr> <tr> <td>2188-2189</td> <td>LT</td> <td>2188</td> <td>2189</td> </tr> <tr> <td>2189-2190</td> <td>LT</td> <td>2189</td> <td>2190</td> </tr> <tr> <td>2190-2191</td> <td>LT</td> <td>2190</td> <td>2191</td> </tr> <tr> <td>2191-2192</td> <td>LT</td> <td>2191</td> <td>2192</td> </tr> <tr> <td>2192-2193</td> <td>LT</td> <td>2192</td> <td>2193</td> </tr> <tr> <td>2193-2194</td> <td>LT</td> <td>2193</td> <td>2194</td> </tr> <tr> <td>2194-2195</td> <td>LT</td> <td>2194</td> <td>2195</td> </tr> <tr> <td>2195-2196</td> <td>LT</td> <td>2195</td> <td>2196</td> </tr> <tr> <td>2196-2197</td> <td>LT</td> <td>2196</td> <td>2197</td> </tr> <tr> <td>2197-2198</td> <td>LT</td> <td>2197</td> <td>2198</td> </tr> <tr> <td>2198-2199</td> <td>LT</td> <td>2198</td> <td>2199</td> </tr> <tr> <td>2199-2200</td> <td>LT</td> <td>2199</td> <td>2200</td> </tr> <tr> <td>2200-2201</td> <td>LT</td> <td>2200</td> <td>2201</td> </tr></table>		PERIOD	GRADE OR RATE	DATE OF ENTRY	DATE OF EXIT	1959-1960	LT	1959	1960	1960-1961	LT	1960	1961	1961-1962	LT	1961	1962	1962-1963	LT	1962	1963	1963-1964	LT	1963	1964	1964-1965	LT	1964	1965	1965-1966	LT	1965	1966	1966-1967	LT	1966	1967	1967-1968	LT	1967	1968	1968-1969	LT	1968	1969	1969-1970	LT	1969	1970	1970-1971	LT	1970	1971	1971-1972	LT	1971	1972	1972-1973	LT	1972	1973	1973-1974	LT	1973	1974	1974-1975	LT	1974	1975	1975-1976	LT	1975	1976	1976-1977	LT	1976	1977	1977-1978	LT	1977	1978	1978-1979	LT	1978	1979	1979-1980	LT	1979	1980	1980-1981	LT	1980	1981	1981-1982	LT	1981	1982	1982-1983	LT	1982	1983	1983-1984	LT	1983	1984	1984-1985	LT	1984	1985	1985-1986	LT	1985	1986	1986-1987	LT	1986	1987	1987-1988	LT	1987	1988	1988-1989	LT	1988	1989	1989-1990	LT	1989	1990	1990-1991	LT	1990	1991	1991-1992	LT	1991	1992	1992-1993	LT	1992	1993	1993-1994	LT	1993	1994	1994-1995	LT	1994	1995	1995-1996	LT	1995	1996	1996-1997	LT	1996	1997	1997-1998	LT	1997	1998	1998-1999	LT	1998	1999	1999-2000	LT	1999	2000	2000-2001	LT	2000	2001	2001-2002	LT	2001	2002	2002-2003	LT	2002	2003	2003-2004	LT	2003	2004	2004-2005	LT	2004	2005	2005-2006	LT	2005	2006	2006-2007	LT	2006	2007	2007-2008	LT	2007	2008	2008-2009	LT	2008	2009	2009-2010	LT	2009	2010	2010-2011	LT	2010	2011	2011-2012	LT	2011	2012	2012-2013	LT	2012	2013	2013-2014	LT	2013	2014	2014-2015	LT	2014	2015	2015-2016	LT	2015	2016	2016-2017	LT	2016	2017	2017-2018	LT	2017	2018	2018-2019	LT	2018	2019	2019-2020	LT	2019	2020	2020-2021	LT	2020	2021	2021-2022	LT	2021	2022	2022-2023	LT	2022	2023	2023-2024	LT	2023	2024	2024-2025	LT	2024	2025	2025-2026	LT	2025	2026	2026-2027	LT	2026	2027	2027-2028	LT	2027	2028	2028-2029	LT	2028	2029	2029-2030	LT	2029	2030	2030-2031	LT	2030	2031	2031-2032	LT	2031	2032	2032-2033	LT	2032	2033	2033-2034	LT	2033	2034	2034-2035	LT	2034	2035	2035-2036	LT	2035	2036	2036-2037	LT	2036	2037	2037-2038	LT	2037	2038	2038-2039	LT	2038	2039	2039-2040	LT	2039	2040	2040-2041	LT	2040	2041	2041-2042	LT	2041	2042	2042-2043	LT	2042	2043	2043-2044	LT	2043	2044	2044-2045	LT	2044	2045	2045-2046	LT	2045	2046	2046-2047	LT	2046	2047	2047-2048	LT	2047	2048	2048-2049	LT	2048	2049	2049-2050	LT	2049	2050	2050-2051	LT	2050	2051	2051-2052	LT	2051	2052	2052-2053	LT	2052	2053	2053-2054	LT	2053	2054	2054-2055	LT	2054	2055	2055-2056	LT	2055	2056	2056-2057	LT	2056	2057	2057-2058	LT	2057	2058	2058-2059	LT	2058	2059	2059-2060	LT	2059	2060	2060-2061	LT	2060	2061	2061-2062	LT	2061	2062	2062-2063	LT	2062	2063	2063-2064	LT	2063	2064	2064-2065	LT	2064	2065	2065-2066	LT	2065	2066	2066-2067	LT	2066	2067	2067-2068	LT	2067	2068	2068-2069	LT	2068	2069	2069-2070	LT	2069	2070	2070-2071	LT	2070	2071	2071-2072	LT	2071	2072	2072-2073	LT	2072	2073	2073-2074	LT	2073	2074	2074-2075	LT	2074	2075	2075-2076	LT	2075	2076	2076-2077	LT	2076	2077	2077-2078	LT	2077	2078	2078-2079	LT	2078	2079	2079-2080	LT	2079	2080	2080-2081	LT	2080	2081	2081-2082	LT	2081	2082	2082-2083	LT	2082	2083	2083-2084	LT	2083	2084	2084-2085	LT	2084	2085	2085-2086	LT	2085	2086	2086-2087	LT	2086	2087	2087-2088	LT	2087	2088	2088-2089	LT	2088	2089	2089-2090	LT	2089	2090	2090-2091	LT	2090	2091	2091-2092	LT	2091	2092	2092-2093	LT	2092	2093	2093-2094	LT	2093	2094	2094-2095	LT	2094	2095	2095-2096	LT	2095	2096	2096-2097	LT	2096	2097	2097-2098	LT	2097	2098	2098-2099	LT	2098	2099	2099-2100	LT	2099	2100	2100-2101	LT	2100	2101	2101-2102	LT	2101	2102	2102-2103	LT	2102	2103	2103-2104	LT	2103	2104	2104-2105	LT	2104	2105	2105-2106	LT	2105	2106	2106-2107	LT	2106	2107	2107-2108	LT	2107	2108	2108-2109	LT	2108	2109	2109-2110	LT	2109	2110	2110-2111	LT	2110	2111	2111-2112	LT	2111	2112	2112-2113	LT	2112	2113	2113-2114	LT	2113	2114	2114-2115	LT	2114	2115	2115-2116	LT	2115	2116	2116-2117	LT	2116	2117	2117-2118	LT	2117	2118	2118-2119	LT	2118	2119	2119-2120	LT	2119	2120	2120-2121	LT	2120	2121	2121-2122	LT	2121	2122	2122-2123	LT	2122	2123	2123-2124	LT	2123	2124	2124-2125	LT	2124	2125	2125-2126	LT	2125	2126	2126-2127	LT	2126	2127	2127-2128	LT	2127	2128	2128-2129	LT	2128	2129	2129-2130	LT	2129	2130	2130-2131	LT	2130	2131	2131-2132	LT	2131	2132	2132-2133	LT	2132	2133	2133-2134	LT	2133	2134	2134-2135	LT	2134	2135	2135-2136	LT	2135	2136	2136-2137	LT	2136	2137	2137-2138	LT	2137	2138	2138-2139	LT	2138	2139	2139-2140	LT	2139	2140	2140-2141	LT	2140	2141	2141-2142	LT	2141	2142	2142-2143	LT	2142	2143	2143-2144	LT	2143	2144	2144-2145	LT	2144	2145	2145-2146	LT	2145	2146	2146-2147	LT	2146	2147	2147-2148	LT	2147	2148	2148-2149	LT	2148	2149	2149-2150	LT	2149	2150	2150-2151	LT	2150	2151	2151-2152	LT	2151	2152	2152-2153	LT	2152	2153	2153-2154	LT	2153	2154	2154-2155	LT	2154	2155	2155-2156	LT	2155	2156	2156-2157	LT	2156	2157	2157-2158	LT	2157	2158	2158-2159	LT	2158	2159	2159-2160	LT	2159	2160	2160-2161	LT	2160	2161	2161-2162	LT	2161	2162	2162-2163	LT	2162	2163	2163-2164	LT	2163	2164	2164-2165	LT	2164	2165	2165-2166	LT	2165	2166	2166-2167	LT	2166	2167	2167-2168	LT	2167	2168	2168-2169	LT	2168	2169	2169-2170	LT	2169	2170	2170-2171	LT	2170	2171	2171-2172	LT	2171	2172	2172-2173	LT	2172	2173	2173-2174	LT	2173	2174	2174-2175	LT	2174	2175	2175-2176	LT	2175	2176	2176-2177	LT	2176	2177	2177-2178	LT	2177	2178	2178-2179	LT	2178	2179	2179-2180	LT	2179	2180	2180-2181	LT	2180	2181	2181-2182	LT	2181	2182	2182-2183	LT	2182	2183	2183-2184	LT	2183	2184	2184-2185	LT	2184	2185	2185-2186	LT	2185	2186	2186-2187	LT	2186	2187	2187-2188	LT	2187	2188	2188-2189	LT	2188	2189	2189-2190	LT	2189	2190	2190-2191	LT	2190	2191	2191-2192	LT	2191	2192	2192-2193	LT	2192	2193	2193-2194	LT	2193	2194	2194-2195	LT	2194	2195	2195-2196	LT	2195	2196	2196-2197	LT	2196	2197	2197-2198	LT	2197	2198	2198-2199	LT	2198	2199	2199-2200	LT	2199	2200	2200-2201	LT	2200	2201
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For convenience, a Certificate of  
Eligibility No. 111-12345 has  
been issued by the Veterans Administration  
to be used for the future request of any  
Guaranty or Insurance Benefit under Title  
38, United States Code that may be available  
to the person to whom this separation paper  
was issued.



SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.

LAST

NAME

1-6

(Print)

7-24

MIDDLE

026090

KEENAN

THOMAS

J.

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 98, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	37	38 39	CODE	
25-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION				40-42	
						5 - CANCELLATION					

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic)	CODE	37	38 39	CODE	
25-26	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION				40-42	
						5 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

LA 21-77

DOCUMENT DATE/PERIOD

10/29- 11/11/76

REMARKS

PREPARED BY

CCO

REPORT SUBMITTED OR  
CONTROL ACCOUNT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE  
DOCUMENT CITED

C & I DIVISION, CDR.

DATE

SIGNATURE

C & I DIVISION

11/7/77

Mike Mangan

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER.

**SECRET**  
(When Filled In)

## REPORT OF SERVICE ABROAD

**TO:**

Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME		
1-6	LAST	FIRST	MIDDLE
026090	(Print) KEENAN	7-24 THOMAS	J

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATED BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 38, REVISED.

### PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA 1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	O/P USE ONLY		COUNTRY
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE		
28-28	27-28	29-30	31-32	33-34	35-36	37	38	39	CODE 40-42
11	04	76				1			GUATEMALA 300

TDY DATES OF SERVICE

[illegible]

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
CUAT 19966 IND90210	4 NOV 76
REMARKS	

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE "DOCUMENT CITED"
SCO...	DATE	SIGNATURE
C & L DIVISION, CTDO	11-5-76	<i>[Signature]</i>
C & L DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

UNCLASSIFIED CONFIDENTIAL SECRET

DEPUTY DIRECTOR FOR OPERATIONS  
ROUTING SHEET

TO:	ACTION	INFO	DATE	INITIALS
1. DDO				
2. ADDO				
3. C/PLANS				
4. C/OPS				
5. C/SS				
6. C/CCS				
7. C/CI				
8. C/AF				
9. C/DCD				
10. C/DIVD				
11. C/EA				
12. C/EUR				
13. C/FR				
14. C/NE				
15. C/NA				
16. C/NA	X		13 JUL 1976	KA
BT-3				
C/LA/MCA				
Tom Keenan				
C/PERS	Cy filed			

SUSPENSE DATE Cy stat OTR

REMARKS:

The attached compliments, including a "Thank you" from DDCEI, are for Mr Keenan. Pls. see that they get into his file.

Compliments

Thanks,

Key

SIGNATURE

DATE

FA/DDO

13 Jul 76

DCI/DDCI  
Routing Slip

DDO

TO:

		ACTION	INFO			ACTION	INFO
1	DCI			11	IC		
2	DDCI			12	IG		
3	S/MC			13	Compt		
4	DDS&T			14	Asst/DCI		
5	DDI			15	AO/DCI		
6	DDM&S			16	Ex/Sec		
7	DDO	X		17	D/Pers (for OPF)	x	
8	D/DCI/IC			18			
9	D/DCI/NIO			19			
10	GC			20			

SUSPENSE

Date

Remarks:

Please add my thanks to Mr. Keenan for a  
job well done.

*E. H. Knoche*

DDCI/DDCI



DEPARTMENT OF THE ARMY  
US ARMY WAR COLLEGE  
CARLISLE BARRACKS, PENNSYLVANIA 17012

Executive Registry  
76-2746

76 4/568

Office of the Commandant

25 JUN 76

Mr. George Bush  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Bush:

I am pleased to report that Mr. Keenan, Central Intelligence Agency Civilian, was among those who successfully completed the course of instruction at the US Army War College during Academic Year 1976 and was awarded a diploma.

This report is my evaluation of Mr. Thomas J. Keenan during his attendance at the US Army War College from 4 August 1975 to 7 June 1976. Attendance at the US Army War College is based on a highly selective process, and only a very small percentage of all those eligible is chosen. The evaluations herein are made in relation to this outstanding group of individuals. No attempt is made to distinguish between graduates on a rank order basis.

Mr. Keenan was one of eight civilians (three from the foreign affairs community) in a class of 227. This total includes 187 Army, 16 Air Force, ten Navy, and six Marine officers of colonel or lieutenant colonel or equivalent Navy rank.

In a class structure such as that outlined above, the task of the civilian student at the USAWC is an especially challenging one. Working in an area outside his normal milieu, his was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military strategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given





Office of the Commandant  
Mr. George Bush

25

to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal negotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steady approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

In the electives phase Mr. Keenan took four courses (the required number): "The Power Potential of Developing Nations," "Contemporary Issues in US Foreign Policy," "Strategic Issues of World War II," and "Third World: Dynamics of Social Change"; he audited "Latin America: Power Structures and the Current Scene." Mr. Keenan prepared carefully for his elective courses and contributed his views in a concise, orderly manner.

Since the vast majority of the Army War College student body live together on the post, a very important part of the overall War College experience is the social and extracurricular interaction which takes place outside the lecture hall and the seminar rooms. Some civilian students at the Army War College need considerable time to adjust to the military subculture, but Mr. Keenan enjoyed a relaxed camaraderie with his military colleagues.

Office of the Commandant  
Mr. George Bush

from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of the Army War College team. Clearly, he was popular with his classmates and respected by them for his professional attainments and his personal qualities.

In the Army War College classes with which I have been personally familiar, Mr. Keenan is the first of his agency's representatives who had regional, as contrasted with functional, expertise. Mr. Keenan's thorough knowledge of Latin America made him a valued member of the class and a distinct contributor.

Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments, and progress within an academic environment. This does not provide an adequate basis for rendering a finite evaluation on general officer or equivalent potential, although it does not preclude making tentative judgments as to the abilities of the "whole man."

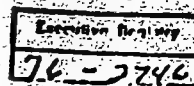
Sincerely,



DEWITT C. SMITH, JR.  
Major General, USA  
Commandant



DEPARTMENT OF THE ARMY  
US ARMY WAR COLLEGE  
CARLISLE BARRACKS, PENNSYLVANIA 17012



# 43716 76 452

Office of the Commandant

23 JUL 78

Mr. George Bush  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Bush:

I am pleased to report that Mr. Keenan, Central Intelligence Agency Civilian, was among those who successfully completed the course of instruction at the US Army War College during Academic Year 1976 and was awarded a diploma.

This report is my evaluation of Mr. Thomas J. Keenan during his attendance at the US Army War College from 4 August 1975 to 7 June 1976. Attendance at the US Army War College is based on a highly selective process, and only a very small percentage of all those eligible is chosen. The evaluations herein are made in relation to this outstanding group of individuals. No attempt is made to distinguish between graduates on a rank-order basis.

Mr. Keenan was one of eight civilians (three from the foreign affairs community) in a class of 227. This total includes 187 Army, 16 Air Force, ten Navy, and six Marine officers of colonel or lieutenant colonel or equivalent Navy rank.

In a class structure such as that outlined above, the task of the civilian student at the USAWC is an especially challenging one. Working in an area outside his normal milieu, his was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military strategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given



Office of the Commandant  
Mr. George Bush

to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal negotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steady approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

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Office of the Commandant  
Mr. George Bush

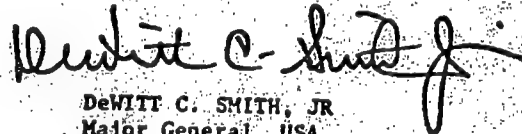
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Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments, and progress within an academic environment. This does not provide an adequate basis for rendering a finite evaluation on general officer or equivalent potential, although it does not preclude making tentative judgments as to the abilities of the "whole man."

Sincerely,



DeWITT C. SMITH, JR  
Major General, USA  
Commandant



CONFIDENTIAL

SE TRAINING REPORT		SOVIET/EAST EUROPEAN OPERATIONS COURSE No.	
STUDENT Keenan, Thomas J.		YEAR OF BIRTH 1930	GRADE GS-15
COO DATE May 1957	OFFICE DDO/LA	SERVICE DESIGNATION D	NO. OF STUDENTS 28
<p align="center"><b>COURSE OBJECTIVES</b></p> <p>To orient the student on the special nature of the Directorate of Operation's Soviet/East European target and to train him in the application of clandestine methods for collecting information on assessing and preparing recruitment operations against Soviet/East European personalities.</p>			
<p align="center"><b>ACHIEVEMENT RECORD</b></p> <p>This is a certificate of attendance. No evaluation is made of individual performance in the course.</p>			
<p>FOR THE DIRECTOR OF TRAINING:</p> <p align="right"><i>[Signature]</i> SE Plans &amp; Training</p>			

FORM 3687 USE PREVIOUS EDITIONS 12-74

CONFIDENTIAL

8-2 IMPDET CL BY: 11/6/87 104-691

ADMINISTRATIVE  
Internal Use Only

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.

LAST

(Print)

NAME

MIDDLE

026090

Keen

FIRST

BY

1875

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 55, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	2 - CORRECTION	3 - CANCELLATION	37	38-39	40-42
07	04	75				1			1		Jamaica 370

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (Basic)	2 - CORRECTION	3 - CANCELLATION	37	38-39	40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

DISPATCH

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

IN 623200

DOCUMENT DATE/PERIOD

1 July 1975

REMARKS

PREPARED BY

REPORT ANNOTATED ON  
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE  
DOCUMENT CITED

DATE

10/5/75

SIGNATURE

Thayer

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 1451a

ADMINISTRATIVE-Internal Use Only

14-781



# CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency; retains one copy.)

OFFICER BEING RATED		POST	
Chief, SRF <i>Thomas Kieran</i>		Kingston, Jamaica	
POSITION	GRADE	AGENCY	
Special Assistant to the Ambassador	FSR-5		
RATING PERIOD	DATE OF REPORT		
July 3, 1975	August 15, 1975		
SIGNATURE OF REPORTING OFFICER		TITLE	
<i>Summer Gerard</i>		Ambassador	
SIGNATURE OF REVIEWING OFFICER		TITLE	

## EVALUATION OF PERFORMANCE

☒ Outstanding ☐ Satisfactory ☐ Unsatisfactory

- II. Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? ☒ Yes ☐ No (If no, explain in detail below.)
- Has he seen this report? ☐ Yes ☒ No Officer left the post before preparation.

## NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

III. The incumbent is a quiet, low-key, but highly energetic and competent professional officer in his chosen field. He has discharged the responsibilities of his first more or less independent command in an outstanding way. His manner is always crisp and efficient, and as nearly as I can determine, he runs a tight ship while at the same time commanding both the affection and respect of his staff. His manner towards me has invariably been responsive and supportive. Given the inherent difficulties of the relationship, I have deliberately put pressure on him from time to time to determine his reactions. As a result, I am confident he has been fully candid with me and has shared any information which might be relative to my concerns and activities. We have been passing through a particularly difficult phase in Jamaican-US relations, in which the slightest misstep by any US Government agency, but particularly by the incumbent and his people, could have been seized upon to possibly embarrass this mission and the US Government. The incumbent has been sensitive to those dangers, has consulted with me at every turn and has taken whatever steps are possible to reduce the risk while still meeting basic requirements.

Beyond his professional specialty, the incumbent has been an important part of our Embassy family. As a member of the Country Team, he has always offered his views when asked if he felt he had a contribution to make, and I have often found them to be most helpful. He has also served as the mission's representative on the Board of the Priory School which most mission children attend. As such, he has made an

SECRET - ROGER CHANNEL

2

important contribution to the morale and well-being of the Embassy family and American community. Both he and his family have invariably been forthcoming with regard to community projects, and they will be sorely missed.

I expect that the incumbent will benefit from his year at the Army War College, and anticipate that he will be ready for assignments of substantially greater responsibility thereafter. I would hope he would be given serious consideration for promotion to the next higher grade as an early opportunity, and I have little doubt that he will eventually rise to the highest professional levels of his agency. It would give me pleasure to work with him again.

SECRET - ROGER CHANNEL

SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY				
NAME OF EMPLOYEE <b>Thomas J. Kuonan</b>		DATE (from item 3-1) <b>26 Aug 74</b>		NAME OF SUPERVISOR
DATE RECEIVED AT HEADQUARTERS <b>10 September 1974</b>		DISPATCH NUMBER <b>HJKT-1801</b>		DATE RECEIVED BY CAREER SERVICE
DATE OF BIRTH <b>29 June 30</b>	SERVICE DESIGN <b>D</b>	CURRENT POSITION AND GRADE <b>COS, Kingston GS-15</b>	STATION OR BASE <b>Kingston</b>	HOME BASE COMPONENT <b>WH</b>
CURRENT COVER				
TO BE COMPLETED BY EMPLOYEE				
1A. DATE OF PCS ARRIVAL IN FIELD <b>14 Sep 73</b>	1B. REQUESTED DATE OF DEPARTURE <b>14 Sep 75</b>	1C. EXPECTED DATE OF FIRST CHECK-IN AT HQ <b>15 Sep 75</b>	1D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>1 Nov 75</b>	
2. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU: <b>7 Dependents (39, 17, 16, 13, 14, 13, 11)</b>				
3. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT: <b>I will have served continually in the field for over eight years upon completion of my present tour. In addition, I had a direct transfer to my present post after two years at my previous Station. Therefore, my family has had little exposure to the U.S. for some time. I would appreciate a tour in the U.S. in order to reorient my children to the educational environment and general lifestyle of their native land during their formative teen age years.</b>				
4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form): <b>Chief of Station with responsibility for liaison with senior level of local service, as well as with Country Team and other representatives of U.S. Government agencies. Direction of Station's operations and administrative functions. Running of unilateral operations particularly against Chinese, Cuban, and local government targets.</b>				
5. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS: <b>It has been a long time since I have had any kind of extensive BKHERALD sponsored training. I would like a senior seminar type exposure in order to broaden my professional knowledge of current challenges facing BKHERALD and the nation.</b>				

FORM 202 2-73

SECRET

U.S. GOVERNMENT PRINTING OFFICE: 1973



SECRET

6. PREFERENCE FOR NEXT ASSIGNMENT

6A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT.

Operations supervisory position in Headquarters or training assignment as noted in item 5 above. A rotational assignment which would broaden my professional experience would be welcomed at Headquarters.

6B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 OR 4 (for 1st, 2nd, 3rd and 4th choices) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_ (DATE)

☐ BE ASSIGNED TO ROTATIONS FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STATION OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE EUR

☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

☐ RETURN TO MY CURRENT STATION.

PREPARE UPDATING OF PERSONAL SECURITY INFORMATION IN ACCORDANCE WITH DOI-F 240-8 AND FORWARD UNDER SEPARATE COVER. INDICATE DATE FORWARDED OR TO BE FORWARDED.

TO BE COMPLETED BY FIELD STATION

7. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

8. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject has been approved to attend the Army War College from August 1975 to June 1976.

DATE 19Feb75 TITLE C/LA/Pers SIGNATURE Henry E. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT

10. EMPLOYEE NOTIFIED BY DISPATCH NO. HJKS-1096 DATED 1 Oct 1974  
CABLE NO. \_\_\_\_\_ DATED \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE

DATE

SECRET

SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

FILE  
PUNCHED  
BY

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	LAST	FIRST	MIDDLE
1-6 026090	(Point) KEENAN	7-24 THOMAS	J

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		U/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	37	38-39	40-42
09	14	73				2 - CORRECTION	1			JAMAICA 370
						3 - CANCELLATION				

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		U/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (Basic)	CODE	37	38-39	40-42
						2 - CORRECTION				
						3 - CANCELLATION				

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
X CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. *RMS 18650* DOCUMENT DATE/PERIOD *9/15/73*

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE <i>11/6/73</i>	SIGNATURE <i>Thomas E. [Signature]</i>
C & A DIVISION, CDR.		
C & F DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (see proviso only 17-2A) <b>Thomas J. Keenan</b>	DATE (from item 3-1) <b>9 Oct. 70</b>	NAME OF SUPERVISOR (true) <b>Wallace A. Mills</b>	DATE (from item 3-2) <b>9 Oct. 70</b>
DATE RECEIVED AT HEADQUARTERS: <b>15 Oct. 1970</b>	DISPATCH NUMBER: <b>HLBT 4677</b>	DATE RECEIVED BY CAREER SERVICES: <b>5 MAR 1971</b>	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH <b>29/6/30</b>	2. SERVICE DESIGN <b>Ops Officer, GS-14</b>	3. YOUR CURRENT POSITION, TITLE AND GRADE <b>Bogota</b>	4. STATION OR BASE <b>LNCUFF</b>	5. CRYPT. FOR CURRENT COVER <b>LNCUFF</b>
6a. DATE OF PCS ARRIVAL IN FIELD <b>30 July 1969</b>	6b. REQUESTED DATE OF DEPARTURE <b>20 Aug 1971</b>	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ <b>28 Aug 1971</b>	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>29 October 1971</b>	

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total, 7 dependents: Ages 36,13,12,10,9,8,6

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240-3)

Soviet operations, support operations

10. TRAINING DESIRED:

INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

Clandestino services review, Mid-career, short reports writing courses

**SECRET**

**11. PREFERENCE FOR NEXT ASSIGNMENT:**

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

For career development based on my age, grade and experience I would prefer that my next assignment be that of a Deputy Chief of Station.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- ☐ EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_ (DATE)
- ☒ BE ASSIGNED TO MODERATE FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH
- ☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION  
1ST CHOICE Buenos Aires 2ND CHOICE Lima 3RD CHOICE San Jose
- ☒ RETURN TO MY CURRENT STATION

**TO BE COMPLETED BY FIELD STATION**

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:  
The Station heartily endorses this employee's preference statement in item 11 above. This man is an experienced, professional and highly motivated officer who has now proven his ability many times over. In the interest of his own continued development as well as that of the organization he merits consideration for assignment as a DCOS at a moderate-sized station or a very senior executive position in a large one.

**TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE**

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Mr. Keenan has been approved per DDP 26 Feb 1971 for assignment as Deputy Chief of Station, Lima.

DATE 4 Mar 71 TITLE C/WH/Pers SIGNATURE H. L. Berthold

**FOR USE BY CAREER SERVICE**

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. \_\_\_\_\_ DATED: \_\_\_\_\_  
CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ (Signature) \_\_\_\_\_ DATE: \_\_\_\_\_

**SECRET**

**SECRET**  
(When Filled In)

## REPORT OF SERVICE ABROAD

**TO:** Office of Personnel, Transactions and Records Branch, Status Section *BY*

<b>SERIAL NO.</b> <i>036090</i>	<b>NAME</b>		
<b>LAST</b> <i>KEENAN</i>	<b>FIRST</b> <i>Thomas</i>	<b>MIDDLE</b> <i>J</i>	

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 88, REVISED.

PCS DATES OF SERVICE						TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
ARRIVAL O/S			DEPARTURE O/S						
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 8 - CANCELLATION	CODE 37 38 39		40-42
25-26	27-28	29-30	31-32	33-34	35-36				
			<i>09</i>	<i>14</i>	<i>73</i>		<i>1</i>	<i>PERU</i>	<i>570</i>

TDY DATES OF SERVICE						TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
ARRIVAL O/S			DEPARTURE O/S						
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37 38 39		40-42
25-26	27-28	29-30	31-32	33-34	35-36				

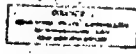
**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

SOURCE DOCUMENT AND CERTIFICATION	
TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. <i>APLT-6764</i>	DOCUMENT DATE/PERIOD <i>9/14/73</i>
REMARKS	

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DEC	DATE		
C & L DIVISION, CYBR.	<i>01/8/73</i>	SIGNATURE <i>Thomas E. [Signature]</i>	

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER





SECRET  
(When Filled In)

## SERVICE ABROAD AGREEMENT

### I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE

Thomas J. Kennan GS-14

30

D

### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT

KINGSTON, JAMAICA

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS ☒

C. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)

REQUESTED (When attached)

OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS PREVIOUSLY APPROVED PER HR 20-18.

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

OPERATING OFFICIAL

APPROVED

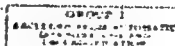
DIRECTOR OF PERSONNEL

### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY COLLECTED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DOWLING PLACE IS (OF WAS) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR WAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DOWLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

SECRET



(12-71-37)

CONTINUED ON THE REVERSE

SECRET

(When Filled In)

<p>1. PHYSICAL DRELLING PLACE (Permanent Place of Residence unless address in item 9 is approved in item thereof)</p> <p>FULL ADDRESS</p> <p>Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner</p>		<p>9. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 3)</p> <p>FULL ADDRESS</p> <p>Voting registration 42 E. FOLLETTE ST FOND DU LAC, WISCONSIN</p>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>IV. HOME LEAVE POINT</p>			
<p>7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.</p>			
<p>8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30B(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.</p>			
<p>9. DESIGNATION PER ITEM 7 ABOVE</p> <p>FULL ADDRESS</p> <p>42 E. FOLLETTE ST FOND DU LAC, WISCONSIN</p>		<p>10. DESIGNATION PER ITEM 8 ABOVE</p> <p>FULL ADDRESS</p>	
<p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT</p> <p>FATHER AND MOTHER</p> <p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>EMPLOYEE CERTIFICATION</p>			
<p>I have read and understand my service obligations and travel entitlements as described in this agreement.</p>			
<p>SIGNATURE OF EMPLOYEE</p> <p><i>[Signature]</i></p>		<p>DATE</p> <p>Sept 21, 73</p>	

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SECRET

TACU

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA) <b>Thomas J. Keenan</b>	DATE (from item 8-2) <b>1 Feb 1973</b>	NAME OF SUPERVISOR (if any) <b>Richard S. Welch</b>	DATE (from item 8-2) <b>1 Feb 1973</b>
DATE RECEIVED AT HEADQUARTERS: <b>9 February 1973</b>		DISPATCH NUMBER: <b>HPLT-6460</b>	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH <b>29 Jun 30</b>	2. SERVICE DESIGN <b>D</b>	3. YOUR CURRENT POSITION, TITLE AND GRADE <b>DCOS, GS-14</b>	4. STATION OR BASE <b>Lima, Peru</b>	5. CRYPT FOR CURRENT COVER <b>LNBZZ</b>
6a. DATE OF PCS ARRIVAL IN FIELD <b>30 Sept 71</b>	6b. REQUESTED DATE OF DEPARTURE <b>1 Aug 1974</b>	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ <b>20 Sept 1974</b>	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>20 Sept 1974</b>	

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total 7: Ages 38, 16, 15, 13, 12, 11, 9

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CFI-P 240-8)

DCOS and senior ops officer

10. TRAINING DESIRED:  
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

SECRET

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT.

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

In Field: DCOS at large Station or COS at smaller Station.

At Hqs : Rotational assignment to another component or Deputy Branch Chief in WHD

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ EXTEND TOUR 10 MONTHS AT CURRENT STATION TO 1 August 1974 (DATE)

☒ BE ASSIGNED TO WHD FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF, OR OFFICE.  
1ST CHOICE WHD 2ND CHOICE EUR 3RD CHOICE AF

☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE Buenos Aires 2ND CHOICE Caracas 3RD CHOICE Rio de Janeiro

☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Concur in Subject's extension here as DCOS until August 1974. He is doing an effective job at this level and the extra time at it will be good for both his growing capabilities and for the Station's operational program.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

WH Division concurs in Mr. Keenan's request for a ten month extension of his current tour to 1 August 1974. He was notified of this approval by HPLS-3216.

DATE 29 Mar 73 TITLE C/WH/Pers. SIGNATURE [Signature]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. HPLS-3216 DATED: 14 Feb 73

CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

(3-5-67000)

SECRET

**SECRET**  
(When Filled In)

**REPORT OF SERVICE ABROAD**

**FILE**  
P  
D

**TO:** Office of Personnel, Control Division, Statistical Reporting Branch

<b>SERIAL NO.</b>	<b>NAME</b>		
1-6	LAST	FIRST	MIDDLE
026090	(NAME) Kearney	James	J

**INSTRUCTIONS:**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38	39	40-42
02	09	30	07	01			1			Peru 570

**TDY DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREAS	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 9 - CANCELLATION	37	38	39	40-42

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
435675	30 Sept 1970

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
SEN	DATE	SIGNATURE
A B & C DIVISION, CTDD	1/2/72	and
C B & D DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER



SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

FILE  
PUNCHED  
BY

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.

LAST

NAME

FIRST

MIDDLE

1-6

(Print)

7-20

024090

KEENAN

THOMAS

T

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 59, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38	39	40-42
			0	7	3		1			Columbia 150

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38	39	40-42

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

CABLE

OTHER (Specify)

DISPATCH

DUTY STATUS OR TIME AND ATTENDANCE REPORT

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

16241

21 July 1971

PREPARED BY

REPORT APPROVED BY  
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE  
DOCUMENT CITED

DATE

DATE

SIGNATURE

DATE

DATE

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

CONFIDENTIAL

## TRAINING REPORT

Chiefs of Station Seminar No. 3-71

Participant: Keenan, Thomas

Office: WH

Grade : 14

### COURSE OBJECTIVES, CONTENT AND METHODS

The purpose of the COS Seminar is to assist newly designated Chiefs of Station, Deputy Chiefs of Station and Chiefs of Base to prepare themselves for their field assignment.

The Seminar is conducted as a series of open discussions with senior officers drawn from the offices, staffs and operating elements of all Directorates of the Agency. The intent is to provoke an exchange of views and sharing of experiences as well as to provide information on current policies, procedures, services and operational goals.

A folder of selected reading material is provided to each participant in advance of the Seminar, which is designated as related reading in preparation for specific sessions in the schedule.

### ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

  
ALAN P. WHITE

6 JUL 1971

DATE

CONFIDENTIAL

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(When Filled In)

## SERVICE ABROAD AGREEMENT

### I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE

Thomas J. Keenan

30

D

### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT

Lima, Peru

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS ☒

C. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-13)

REQUESTED (When attached)

OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS PREVIOUSLY APPROVED PER HR 20-13.

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

OPERATING OFFICIAL

APPROVED

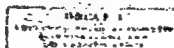
DIRECTOR OF PERSONNEL

### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY DIELLED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS YOUR DEDD TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

SECRET



SECRET

(When Filled In)

<p>1. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof)</p> <p>FULL ADDRESS</p> <p>2125 Greenwich Street Falls Church, Virginia</p>		<p>2. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 1)</p> <p>FULL ADDRESS</p>	
		<p>CONCUR</p>	
<p>DEPUTY DIRECTOR</p> <p>APPROVED</p> <p>DATE 6-24-71</p>		<p>DIRECTOR OF PERSONNEL</p> <p>APPROVED</p> <p>DATE</p>	
<p>IV. HOME LEAVE POINT</p>			
<p>7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.</p>			
<p>8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR. 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.</p>			
<p>9. DESIGNATION PER ITEM 7 ABOVE</p> <p>FULL ADDRESS</p> <p>42 E. Follette Street Fond du Lac, Wisconsin</p>		<p>10. DESIGNATION PER ITEM 8 ABOVE</p> <p>FULL ADDRESS</p>	
<p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT</p> <p>Father</p>		<p>CONCUR</p>	
<p>DEPUTY DIRECTOR</p> <p>APPROVED</p> <p>DATE 6-24-71</p>		<p>DIRECTOR OF PERSONNEL</p> <p>APPROVED</p> <p>DATE</p>	
<p>EMPLOYEE CERTIFICATION</p>			
<p>I have read and understand my service obligations and travel entitlements as described in this agreement.</p>			
<p>SIGNATURE OF EMPLOYEE</p> <p>[Signature]</p>		<p>DATE</p> <p>6/24/71</p>	

SECRET

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(When Filled In)

# RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 4 ALSO COMPLY WITH MND 10-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

## GENERAL

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER  
Keenan Thomas John 395-26-2991

1. MARITAL STATUS (Check one)  
☐ SINGLE ☒ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED

IF MARRIED, PLACE OF MARRIAGE  
Jamestown, Rhode Island DATE OF MARRIAGE  
23 June 1956

IF DIVORCED, PLACE OF DIVORCE DECREE  
DATE OF DECREE

## 2. MEMBERS OF FAMILY

NAME OF SPOUSE ADDRESS (No. Street, City, State, Zip Code) TELEPHONE NO.  
Margaret Jane

NAMES OF CHILDREN ADDRESS SEX DATE OF BIRTH  
Mary Margaret F 6 Oct 57  
Kathleen Ann F 16 Sep 58  
Thomas John Jr. H 19 May 60  
Sheila Elizabeth F 19 Aug 61  
Patricia Jean F 11 Sep 62  
Carol Jane F 7 May 63

NAME OF FATHER (or male guardian) ADDRESS TELEPHONE NO.  
Francis William Keenan 42 East Follette St, Fond du Lac, Wisc. 54235 414 921-4483

NAME OF MOTHER, INCLUDING MARDEN NAME (or female guardian) ADDRESS TELEPHONE NO.  
Rosella Veronica Keenan (McGraw) Same as father

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.  
Father and Mother

## 3. OTHER RELATIVES WHO ARE DEPENDENT UPON HE FOR AT LEAST 51% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (MND 22-15). SPECIFY NAMES AND RELATIONSHIPS.

NAME DATE OF BIRTH RELATIONSHIP  
NA

## 4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle) RELATIONSHIP  
Mr. Francis William KEENAN Father

HOME ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE HOME TELEPHONE NUMBER  
Same as above

BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & EXTENSION  
None

IS THE INDIVIDUAL NAMED ABOVE SITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.) YES X

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) YES X

Does this individual know that he has been designated as your emergency addressee? (If answer is "No" explain why in item 6.) YES X

The persons named in item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.



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(When Filled In)

<b>5. VOLUNTARY ENTRIES</b>					
<p>Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.</p>					
<p>INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.</p> <p><b>State Department Credit Union, Thomas J. Keenan</b> <b>First Virginia Bank, Joint with Margaret J. Keenan</b></p>					
<p>ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>					
<p>IF YES, DO YOU HAVE A JOINT ACCOUNT? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>					
<p>HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO. (If "Yes" where is document located?)</p>					
<p>HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes" give name(s) and address)</p>					
<p>HAVE YOU EXECUTED A POWER OF ATTORNEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes" who possess the power of attorney?)</p>					
<b>6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS</b>					
<p>Notes: My brother-in-law, John Walsh has been named executor in both the will of my wife and my will. He is in possession of one copy of our latest wills. He is witting of my agency affiliation.</p>					
<b>7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY</b> (No Approval Required)					
<p>RESIDENCE WHEN EMPLOYED (Full Address)</p>	<p>PERMANENT PLACE OF RESIDENCE AS DEFINED IN NR 22-3 (Full Address)</p>				
<b>8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See NR 22-3)</b> (To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)					
<p>FULL ADDRESS</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">DEPUTY DIRECTOR OR DESIGNEE</td> <td style="width:40%;">DATE</td> </tr> <tr> <td>DIRECTOR OR PERSONNEL (When Applicable per NR 22-3)</td> <td>DATE</td> </tr> </table>	DEPUTY DIRECTOR OR DESIGNEE	DATE	DIRECTOR OR PERSONNEL (When Applicable per NR 22-3)	DATE
	DEPUTY DIRECTOR OR DESIGNEE	DATE			
DIRECTOR OR PERSONNEL (When Applicable per NR 22-3)	DATE				
<p>SIGNED AT</p>	<p>DATE</p>				
<p>SIGNATURE</p>					

**CONFIDENTIAL**

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(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER  
KEENAN JAMES JULLIA 395-06-2991

## 2. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)  
92 E. Fallett St., Falls Church, Va., U.S. 1225 GREENWICH ST., FALLS CHURCH, VA.

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE HOME-LEAVE RESIDENCE  
FALLS CHURCH (FAIRFAX COUNTY), VIRGINIA Falls Church, Va., U.S.

## 3. MARITAL STATUS (Check one)

☐ SINGLE ☒ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED

IF MARRIED, PLACE OF MARRIAGE DATE OF MARRIAGE  
JAMESTOWN, RHODE ISLAND 23 June 1956

IF DIVORCED, PLACE OF DIVORCE DECREE DATE OF DECREE

IF WIDOWED, PLACE SPOUSE DIED DATE SPOUSE DIED

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

## 4. MEMBERS OF FAMILY

NAME OF SPOUSE ADDRESS (No., Street, City, Zone, State) TELEPHONE NO.  
MARGARET JANE (WALSH) KEENAN 1225 GREENWICH ST., FALLS CHURCH, VA. 532-1738

NAMES OF CHILDREN ADDRESS SEX DATE OF BIRTH  
MARY MARGARET SAME 6 Oct 51  
THOMAS JAMES JR. SAME 16 Jan 57  
SHEILA ELIZABETH SAME 19 May 60  
PATRICIA JEAN SAME 11 Sept 62  
CAROL JANE SAME 7 Mar 64

NAME OF YOUR FATHER (Or male guardian) ADDRESS TELEPHONE NO.  
FRANCIS W. KEENAN 42 E. Fallett St., Falls Church, Va., U.S. WA 1-4183

NAME OF YOUR MOTHER (Or female guardian) ADDRESS TELEPHONE NO.  
ROSIE V. McGRAY 42 E. Fallett St., Falls Church, Va., U.S. WA 1-4183

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.  
Wife, Father, Mother

## 5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Last, First, Middle) RELATIONSHIP  
KEENAN MARGARET JANE Wife

HOME ADDRESS (No., Street, City, State, Zip Code) HOME TELEPHONE NUMBER  
1225 GREENWICH ST., FALLS CHURCH, VA. 532-1738

BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & EXTENSION  
None

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization from which he believes you work for.) YES X

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) YES X

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.) YES X

The persons named in item 5 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

## CURRENT RESIDENCE AND DEPENDENCY REPORT

# CONFIDENTIAL

(When Filled In)

## VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

FALLS CHURCH BANK, FALLS PLAZA BLDG N, FALLS CHURCH, VA  
SAVINGS & CHECKING ACCTS  
JOINT WITH WIFE.

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? ☒ YES ☐ NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? ☐ YES ☒ NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☐ YES ☒ NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? ☐ YES ☒ NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? ☐ YES ☒ NO. (If "Yes", who possess the power of attorney?)

## ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED BY

W. H. H. H. H.

DATE

14 MAR 69

SIGNATURE

[Signature]

CONFIDENTIAL

SECRET

# FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if 3A)	DATE (from item 3-1)	NAME OF SUPERVISOR (true)	DATE (from item 3-2)
Thomas J. Keenan	25 Nov. 1968	Dino Pionzio	25 Nov. 1968
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CARRIER SERVICE:	
	HLBT-3912	10 Dec 68	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION ON BASE	5. CRYPT FOR CURRENT COVER
29 June 1930		Ops Officer, GS-13	Bogota	LXPURE
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
28 June 1967				

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total 7 dependents: Ages- 34, 11, 10, 8, 7, 6, 4

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240-8)

Soviet, Communist Party, Audio and Support type operations.

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

Clandestine Services Review, Short report writing review course

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11a. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I would prefer to continue Operation Officer work but with opportunity of acquiring greater experience in a supervisory capacity.

11b. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ EXTEND TOUR twelve MONTHS AT CURRENT STATION TO 1 July 1969 (DATE)

☒ BE ASSIGNED TO HQ/WH FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE Buenos Aires 2ND CHOICE Montevideo 3RD CHOICE Quito

☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Fully concur in subjects request to return to station for a second tour. He is the most valuable officer in the station and is laying the ground work for operations that will require an additional tour to bring to full fruition. His wish to acquire greater supervisory responsibilities is not only entirely reasonable but desirable from the WOFIRM point of view. He has already

(contd on attached sheet.)

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

WH recommends Mr. Keenan be approved for home leave in June 1969 by a second tour in Bogota.

*forward*

DATE 10 Sep 68 TITLE C/WH/Personnel SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 1000-1000 DATED: 10 Sep 68

CABLE NO. 1000-1000 DATED: 10 Sep 68

CAREER SERVICE REPRESENTATIVE: Henry L. Berthold DATE: 10 Sep 68

SECRET



SECRET

Continuation of FRQ - Jeremy L. NIARCOS - (Section 12)

demonstrated considerable planning and leadership ability which the station has tried to develop by placing him in charge of Soviet and Bloc operations and using him as our informal Chief of Ops. His excellent judgement and professionalism has already earned him the respect and confidence of his colleagues as well as that of COS who values subject's advice greatly.

SECRET

SECRET

**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON BACK OF ORIGINAL**

**TO COMPLETE THIS FORM—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

**2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
KEEHAN	Thomas	John	June 29, 1930	395 36 2991
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
020090				

**3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here  
if you  
**WANT BOTH**  
optional and  
regular  
insurance

☒  
(A)

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here  
if you  
**DO NOT WANT**  
**OPTIONAL** but  
do want  
regular  
insurance

☐  
(B)

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here  
if you  
**WANT NEITHER**  
regular nor  
optional  
insurance

☐  
(C)

**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",  
COMPLETE THE "STATISTICAL STUB." THEN RETURN  
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

*Thomas J. Keehan*  
DATE  
February 15, 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

RECEIVED  
FEB 16 1968  
U.S. DEPT. OF JUSTICE

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM NO. 178-1  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27, 178a  
5010-108

CONFIDENTIAL  
(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (CPB 20-6-1 dated October 1961) for ensuring that all employees processing PC to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 22-1, Employee Conduct, dated 30 July 1962.

Thomas J. Keenan  
Signature

14 March 67  
Date

Thomas J. Keenan

CONFIDENTIAL  
(When Filled In)

ADMINISTRATIVE - INTERNAL USE ONLY

27 May 1966

MEMORANDUM FOR: Mr. Thomas J. Keenan  
THROUGH : Chief, WH Division  
THROUGH : Deputy Director for Plans  
SUBJECT : Certificate of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.

2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.


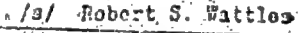
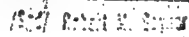
3. A list of guests whom you would like to have attend the presentation ceremony and an indication of any specific time when you could not be present at such a ceremony should be forwarded through your Deputy Director to the Secretariat, Honor and Merit Awards Board, Office of Personnel.

ROBERT M. GAYNOR  
Recorder  
Honor and Merit Awards Board

Distribution:

Orig - Addressee  
1 - C/WH  
1 - D/Pers Reader Chrono/OPF  
1 - Sec't, HMAB  
1 - Recorder, HMAB

ADMINISTRATIVE - INTERNAL USE ONLY


REPORT OF HONOR AND MERIT AWARDS BOARD		DATE <u>60 APR 19 1966</u>
The Honor and Merit Awards Board having considered a recommendation that:		
NAME: <b>KEENAN, Thomas John</b>	POSITION: <b>Operations Officer</b>	
PRESENT GRADE: <b>GS-12</b>	OFFICE ASSIGNED TO: <b>DDP/WH</b>	STATION: <b>Santo Domingo, Dominican Rep.</b>
BE AWARDED:		
<b>Certificate of Merit</b>		
<input type="checkbox"/> FOR HEROIC ACTION, OR		
<input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD		
<input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION <input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:		
CITATION <b>UNCLASSIFIED</b>		
<p>Mr. Thomas J. Keenan is hereby awarded the Certificate of Merit to recognize his sustained superior performance as assistant to the principal officer in handling matters of great complexity in an overseas area. In the face of overwhelming pressures, Mr. Keenan demonstrated uncommonly good judgment and decisiveness in channeling resources toward the accomplishment of operational assignments, thereby helping to attain Agency objectives during a period of turmoil.</p>		
(Recommendation approved by DD/P on 16 March 1966)		
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD		
APPROVED: <div style="text-align: center;">             707 Richard Helms            DIRECTOR OF CENTRAL INTELLIGENCE            24 MAY 1966            DATE         </div>	SIGNATURE: <div style="text-align: center;">             /s/ Robert S. Wattles            TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD:  <b>ROBERT S. WATTLES</b>            SIGNATURE:              TYPED NAME OF RECORDER:  <b>ROBERT M. GAYNOR</b> </div>	



**SECRET**

(WHEN FILLED IN)

**CERTIFICATION OF LANGUAGE PROFICIENCY**

1. EMPLOYEE NO.		NAME (LAST-FIRST-MIDDLE)		3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST									
024090		Keenan, Thomas John		A-ADD C-CHANGE D-DELETE		CODE	LAN. CODE	H	W	P	S	U	I/T	YEAR	
5. LANGUAGE DATA AFTER TEST				6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION					
LAN. CODE	R	W	P	S	U	I/T	YEAR	08/04/65		06/29/30		12		WH	
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN: <u>SPANISH (NEW WORLD)</u> <u>BL18</u> AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE)															
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS					
+		+		E		E		I		0 = ZERO 1 = INTERMEDIATE 2 = SLIGHT 3 = HIGH 4 = ELEMENTARY 5 = NATIVE					
11. REMARKS										12. SIGNATURE					
11/26/65										 13. LD NUMBER 10674					

FORM 11-64 1273

OR REPLACE PREVIOUS EDITIONS

(11-45)

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

1 - OP/048

**WATER FILLED IN**

<div style="text-align: center;"> <div>QUALIFICATIONS SYSTEM RECORD CHANGE</div> <div>APPLICANT CODING DATA</div> </div>			
1. ID	2. APPL. NOS.	3. NAME	
<div> <div>2</div> <div>•</div> </div>	<div> <div>6-DIGITS</div> <div>•</div> </div>	<div> <div>MUST CONTAIN 2-DIGITS</div> <div>•</div> </div>	
4. DATE OF BIRTH		5. DATE CODED	
MO	DA	YR	
•			
MO	DA	YR	
•			

THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1362, MASTER QUALIFICATIONS CODING RECORD.

LANGUAGE CODING DATA - FORM 444c											
1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE								
< 3		3-LETTERS	BASE CODE	R	W	P	S	U	T	YR	
5. DATE SUBMITTED			6. DATE OF BIRTH			WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)					
MO	DA	YR	MO	DA	YR						

LANGUAGE PROFICIENCY TEST DATA														
1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST										
		3-LETTERS	C-A-D	BASE CODE	R	W	P	S	U	T	YR			
5	026090	KEE	C	BL18	1	E	E	E	I	H	4	62		
6. LANGUAGE DATA AFTER TEST				7. DATE OF TEST				DATA FOR TESTS 1 THRU 7 IS EXTRACTED FROM FORM 1273. LANGUAGE PROFICIENCY AND AWARDS DATA.						
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR				
BL18	1	E	E	E	I	4	65	08	04	65				

[illegible]

PC 94  
10-11 1962a

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DECLASSIFICATION  
DATE 01-13-2009 BY 60322

(4-213)

**SECRET**  
(When Filled In)

**VERIFIED RECORD OF OVERSEAS SERVICE**

567207 JUN 765

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
026090	Keenan	Thomas	J.	WH 51

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

**PCS DATES OF SERVICE**

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42
3 - CORRECTION									
5 - CANCELLATION									

**TDY DATES OF SERVICE**

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39	40-42	
4 - CORRECTION									
6 - CANCELLATION	2	04	30	65	05	28	65	WH 811	

**SOURCE OF RECORD DOCUMENT**

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

☒ REPORT ANNOTATED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED

1. S. DIVISION

DATE

4 June 65

**SECRET**

(4-10)

**SECRET**  
(When Filled In)

**VERIFIED RECORD OF OVERSEAS SERVICE**

**TO:**

Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.  1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT  28-30
	LAST  (Print)	FIRST  7-24	MIDDLE	
<b>26090</b>	<b>KEE NAR</b>	<b>THOMAS</b>	<b>J</b>	<b>51</b>

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

**PCS DATES OF SERVICE**

TYPE OF DATA  1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	CODE  27	ARRIVAL			DEPARTURE			COUNTRY	OMIT  40-42
		MONTH  28-29	DAY  30-31	YEAR  32-33	MONTH  34-35	DAY  36-37	YEAR  38-39		
	1	02	03	60	10	05	64	MEXICO	450

**TDY DATES OF SERVICE**

TYPE OF DATA  2 - TDY (Basic) 3 - CORRECTION 4 - CANCELLATION	CODE  27	DEPARTURE			RETURN			AREA(S)	OMIT  40-42
		MONTH  28-29	DAY  30-31	YEAR  32-33	MONTH  34-35	DAY  36-37	YEAR  38-39		

**SOURCE OF RECORD DOCUMENT**

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS ON-TIME AND ATTENDANCE REPORT
OTHER (Specify)	

*Return Payroll Information*

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

**1400 C**

**30 Nov 1964**

REMARKS

PREPARED BY

REPORT ANNOTATED ON  
SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE  
DOCUMENT CITED

C & L DIVISION

DATE

SIGNATURE

C & L DIVISION

FORM 10-14 1451a USE PREVIOUS EDITIONS.

**SECRET**

Excluded from automatic  
downgrading and declassification

14-101

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

  
Signature  
THOMAS J. KLINE

  
Date

CONFIDENTIAL  
(When Filled In)



SECRET

(When Filled In)

## VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
26090	KEENAN	THOMAS	J	51

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

## PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	MEXICO	40-42
3 - CORRECTION									
5 - CANCELLATION	1	<del>28-29</del>			07	31	62		450

## TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
4 - CORRECTION									
6 - CANCELLATION									

## SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

EMX-T-3009

DOCUMENT DATE/PERIOD

8/24/62

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ADDS DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION	07/24/62	W. A. H. H.

FORM 1451a 1-58

SECRET

(8-19)

SECRET

(When Filled In)

1. PERSONNEL SYMBOL NO. (1-6)				2. LD NO.			
2000				928			
3. NAME (7-24) LAST				4. OFFICE OR DIVISION			
KERN, THOMAS J.				WH			
5. LANGUAGE				6. LANG. CODE (22-27)			
Spanish				720			
7. DATE OF TEST (45-51)				8. ANNIVERSARY DATE			
JULY 13, 1962				--			
9. GRADE				10. DATE OF BIRTH			
10				JULY 29, 1930			
11. REASON FOR TAKING TEST				12. TEST SCORES			
11.1 APPLY FOR AWARD				11.2 ESTABLISH SKILL LEVEL			
I				II			
13. ELIGIBILITY (39)				14. TYPE OF AWARD			
A				B			
M				C			
MA				D			
15. BELIEVABLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 37.50 (40-43)			
REMARKS				SIGNATURE			
				DATE			
				17. I CERTIFY THAT FUNDS ARE AVAILABLE			
				OBLIGATION RES. NO.			
				CHARGE ALLOTMENT NO.			
				SIGNATURE			

FORM 1273  
1-60ORSCATE PREVIOUS  
EDITIONS

SECRET

(10-43)

MRD COPY

JISPATCH

SECRET/RYBAT

DISPATCH SYMBOL: A40 M1  
H901-2320 - RYBAT #1744

Chief, VII Division

HEADQUARTERS FILE NO.

Chief of Station, Mexico City

DATE

13 October 1961

Annual Fitness Report - ~~XXXXXXXXXX~~

RE: 413 - (CHECK FOR OFF)

MARKED FOR INDEXING

NO INDEXING REQUIRED

ACTION REQUIRED

See paragraph 2 below

INDEXING CAN BE JUDGED  
BY QUALIFIED HQ DESK ONLY

REFERENCES

1. Forwarded herewith is Subject's Annual Fitness Report.
2. It is strongly recommended that this outstanding young officer be promoted immediately as suggested in Section E of the attached report.

Willard C. CURTIS

12 October 1961

Attachments:

As stated

Distributions:

3 - WED, w/att

2 - Files

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

MAIL ROOM

SECRET/RYBAT

**SECRET**  
(When Filled In)

## VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curle Hall

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT 15-26
	LAST (Print)	FIRST 1-24	MIDDLE	
26070	KEENAN,	THOMAS	J.	46

### INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER DISMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

### PCS DATES OF SERVICE

TYPE OF DATA 1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	ARRIVAL				DEPARTURE				COUNTRY	OMIT 40-42
	CODE 27	MONTH 20-29	DAY 30-31	YEAR 32-33	MONTH 34-35	DAY 36-37	YEAR 38-39			
1	02	03	60					MEXICO	450	

### TDY DATES OF SERVICE

TYPE OF DATA 1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION	DEPARTURE				RETURN				AREA(S)	QUIT 40-42
	CODE 27	MONTH 20-29	DAY 30-31	YEAR 32-33	MONTH 34-35	DAY 36-37	YEAR 38-39			

### SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

RECORDS ANNOTATED ON  
SOURCE DOCUMENT

ARE DATA VERIFIED CORRECT, BASED UPON SOURCE  
DOCUMENT CITED

DATE PREPARED

DATE

SIGNATURE

14510

**SECRET**

Standard Form No. 1010 CHAPTER I-13 PM 5-6-59		HEALTH BENEFITS REGISTRATION FORM EMPLOYERS HEALTH BENEFITS ACT OF 1959 (Read Instructions on back of last page. The only requirement is to be covered by plan.)		400	077723
PART A ALL WHO REGISTER MUST FILL IN THIS PART	1. NAME (Last, First, Middle Initial)		2. DATE OF BIRTH (Month, Day, Year)		3. Are you now married?
	KRISHAN Thomas J.		6 29 30		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	4. YOUR MARITAL ADDRESS (Number and Street) CITY AND STATE AND ZIP NUMBER STATE				5. SEX MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/>
PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN	6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		7. Place an "X" in proper box to show your annual basic salary range.		
			UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$9,999 <input checked="" type="checkbox"/> \$10,000 TO \$19,999 <input type="checkbox"/> \$20,000 TO \$29,999 <input type="checkbox"/> \$30,000 OR OVER <input type="checkbox"/>		
	8. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)		NAME OF PLAN Association Benefit Plan		
THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT	9. In space below list all eligible family members without exception. List your wife or husband's last, first, and unmarried children under age 19, including legally adopted children and stepchildren and illegitimate children who are under age 19 and in a regular parent-child relationship. Include also any unmarried child over age 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)		10. Select one of the following: (a) High (b) Medium (c) Low		
	11. NAMES OF FAMILY MEMBERS DATE OF BIRTH (Month, Day, Year)		12. NAMES OF FAMILY MEMBERS DATE OF BIRTH (Month, Day, Year)		
	Wife or Husband Margaret J. 12-20-34 <input type="checkbox"/> Mary Margaret 10-6-57 <input type="checkbox"/> Kathleen Ann 9-16-58 <input type="checkbox"/> Thomas J., Jr. 5-19-60 <input type="checkbox"/>				
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT	13. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		14. The reason for my election is (Place an "X" in proper box):		
	1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/>		(a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/>		
	2. I elect to cancel my present enrollment under the Health Benefits Act. <input type="checkbox"/>		(b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> (c) Any other reason. <input type="checkbox"/>		
PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT	1. I elect to change my enrollment as shown by the enrollment number and date of enrollment in Part B.		2. Number of event which permits change (See table on back of this form for proper number)		
	1. Enrollment card number of present plan		3. Date of event which permits change		
			MONTH DAY YEAR		
PART E ALL WHO REGISTER MUST FILL IN THIS PART	1. Signature of employee or annuitant		2. Signature of employer or annuitant		
	13 May 1960		12/1/60		
	3. Signature of representative of plan		4. Signature of representative of plan		
PART F TO BE COMPLETED BY AGENCY	1. NAME AND ADDRESS OF EMPLOYER'S OFFICE		2. DATE OF RECEIPT OF THIS FORM		
			3. DATE OF RECEIPT OF THIS FORM		
			4. DATE OF RECEIPT OF THIS FORM		
REMARKS					



SECRET

Supplement to Staff Employee Personnel  
Action for Integration of Thomas J. Keenan

Effective 6 January 1960

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-9- \$4135 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of 6 January 1960. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected at FBS-10 and salary of \$5540 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.
2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

•

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your cover facility shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such cover payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently \_\_\_\_\_. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by your cover facility against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report cover facility payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integration into your cover facility, you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half percent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your cover facility and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with your cover activity, you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your cover facility of any status with your cover based on your services performed with that organization at the request of this organization.

SECRET

e. A portion of your annual and all of your sick leave which has accrued to your credit at the time of your integration shall be transferred to your cover facility. The remainder of your annual leave will be held by this organization in escrow pending the completion of your integration. If the sum of your accumulated annual leave with your cover facility and this organization exceeds the maximum accumulation entitlement afforded you under the regulations of this organization, the excess will be forfeited. If possible, such forfeiture will be accomplished by reducing the leave credit in your escrow account with this organization. While integrated, you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon completion of your integration, your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including income taxes withheld by your cover facility.

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY William J. Sullivan  
Personnel Office

ACCEPTED:

Thomas J. Keenan  
Thomas J. Keenan

SECRET

(When Filled In)

126090		LANGUAGE DATA RECORD			
PART I-GENERAL					
1. NAME (Last-First-Middle)			2. DATE OF BIRTH		
KEENAN, Thomas John			MONTH	DAY	YEAR
			June	29	1930
3. LANGUAGE		4. TODAY'S DATE		5.	
000		MONTH	DAY	YEAR	<input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
		March	27	1958	
PART II-LANGUAGE ELEMENTS					
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRASSES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (POOR PEOPLE, REFERENCE MATERIALS, ETC.), USING THE DICTIONARY FREQUENTLY.					
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.					
5. I HAVE NO READING ABILITY IN THE LANGUAGE.					
SECTION B. Writing (41)					
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.					
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.					
5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
CONTINUE ON REVERSE SIDE					

FORM NO. 444C  
1-15-52

SECRET

(4-55)

CONTINUATION OF PART II--LANGUAGE ELEMENTS	
SECTION D. Speaking (43)	
1.	I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2.	I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3.	I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4.	I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5.	I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.
SECTION E. Understanding (44)	
1.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKE AND PUNS.
3.	I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4.	I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5.	I AM NOT ABLE TO UNDERSTAND THE SPoken LANGUAGE.
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.	
PART III--EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)	
1.	I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2.	I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3.	BOTH OF THE ABOVE STATEMENTS APPLY.
4.	NONE OF THE ABOVE STATEMENTS APPLY.
PART IV--CERTIFICATION	
<p>I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 23, 375, PART 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT INDEPENDENCE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARD BILL OF CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.</p>	
DATE SIGNED	SIGNATURE
27 March 1958	<i>[Signature]</i>
1483	473



S-E-C-R-E-T

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING INFORMATION:

Name: KSEWUI, Thomas John	Sex M	Dates of Course: 3 Mar. - 27 June 58	No. of Students 27
Date of Birth: 24 June 1930	ECB Dates: 20 May 1957	Grade or Rank: GS-7	Officer: OTR/JOTP
Projected or Present Position (from Request for Training dated 16/10/57) Junior Officer Trainee			

II. DESCRIPTION OF COURSE:

The Operations Course runs for sixteen weeks and is designed as an introduction to the basic fundamentals of clandestine operations in the field. The course objective is to help the student learn and apply the principles and skills demanded of the field case officer. Emphasis is, therefore, placed on a practical work approach to clandestine tradecraft, agent handling, reporting and project management. The course also provides the student familiarity with the operational programs; i.e., FI, CI and PP, as well as with organizational support services.

III. PERFORMANCE RECORD:

The student's evaluation in the Operations Course is based on his understanding of clandestine operations as well as on his ability to perform field case officer tasks as observed by the staff over a period of sixteen weeks.

The standards set by the Staff for Satisfactory performance are high. Moreover, each Operations Course class is a carefully selected group of mature, intelligent, and able persons. Thus, it should be recognized that a grade of Satisfactory indicates that in the training situation the student understood or applied that subject of instruction in a competent manner.

The preponderance of grades fall within the Satisfactory range.

The performance of this student in each category of grading is indicated on the following page by the stamped X's.

S-E-C-R-E-T

S-E-C-R-E-T

	FAIL	POOR	LOW SAT	MID SAT	HIGH SAT	EXC	SUP
1. Agent Acquisition and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interviewing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clandestine Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clandestine Service Operations FI/CI/PP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mr. Keenan's performance in the course was highly satisfactory. His performance in Clandestine Communications, Project Management and Clandestine Services Operations were just short of excellent. In face-to-face practical exercises he was effective, and was one of the best students of the class in a ZOMBIE agent-recruitment exercise. In simpler, controlled interviewing and debriefing sessions he was more effective than in exercises requiring more subtle directing and control of the agent. He developed a good understanding of field procedures, more particularly of project management, where he ranked in the upper one-third of the class. His operational reporting was better than his information reporting which was acceptable, but he made little improvement in it during the course. Mr. Keenan acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods. He tied with one other student for the top grade on the CI examination.

FOR THE DIRECTOR OF TRAINING

*Ernest W. Sparks*

Chief Instructor, Operations Course

*Spencer P. Tappert*

Chief/Field Training

S-E-C-R-E-T

SECRET

TRAINING REPORT

CI FAMILIARIZATION COURSE No. 1

NAME <b>KEEHAN, Thomas J.</b>	DATES OF COURSE <b>18 - 22 November 1957</b>
STAFF OR DIVISION <b>OSR JOT</b>	PRESENT POSITION <b>JOT</b>

I. Course Objectives: increase awareness of the CI mission in relation to the Clandestine Services and the national security; provide an introduction to foreign intelligence services and to CI operations; give theory and practice in CI methods.

II. Course Characteristics: The course is intended for junior personnel in the CI field, supervisory personnel who direct the work of CI officers, and all other personnel who need orientation in CI. The material is presented by means of lectures, seminars, directed reading, and practical exercises. Emphasis is on methods. Course content is as follows:

- A. Introduction: definition of terms, history and legal authority; CI responsibilities and relationships of DB/P to the intelligence community, the CI Staff
- B. Foreign intelligence services: includes brief treatment of liaison
- C. Methods: the means of investigating and verifying; includes sources, reporting, records and records exploitation, analysis and assessment, etc.
- D. CI operations: types, basic principles, examples
- E. Panel discussion (questions and summary)

III. Certification of Course Completion

Mr. Keehan was present throughout the course and submitted all papers required for the practical exercises. These showed commendable effort and a good beginning for one with little or no actual experience. He was an attentive listener and seemed to gain a good deal from the course.

FOR THE DIRECTOR OF TRAINING:

*Hyatt E. Boyer*  
Chief Instructor  
CI Familiarization Course

SECRET

SECRET

TSS/PB/TRAINING DIVISION EVALUATION

DARKROOM \_\_\_\_\_

BASIC PHOTOGRAPHY No. 1

NAME WHELAN, THOMAS JAMES DIV JATP BR 100 DATES TRAINED: from 9/22/57 to 9/24/57

This course is primarily designed to develop the following skills: Use of 35 mm cameras with accessories, document copy, processing and printing.

	None	Unsat.	Fair	Good	Excellent	Superior
<b>I. Manipulation of camera.</b>						
a. Leica					A	
b. Retina II C	X					
c. Recordak			X			
<b>II. Processing and printing.</b>						
a. Film loading				X		
b. Film processing				X		
c. Enlarging					A	
d. Reflex and contact printing			X			
<b>III. Use of accessory equipment.</b>						
a. Exposure meter				X		
b. Filters	X					
c. Telephoto and wide angle lenses				X		
<b>IV. Document copy and small objects.</b>						
a. Available light					X	
b. Accessory illumination					X	
c. BOOWU, portra lens, focus slide					X	
<b>V. Ground photography.</b>						
a. Coverage					X	
b. Report					X	
<b>VI. Casing.</b>						
a. Coverage					X	

S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. MITCHELL DIVISION OTR/OTF  
SUBJECT Audio Surveillance (Basic)  
DATES TRAINED 3-13 September 1957

EVALUATION:

- |  |         |
|--|---------|
| 1. Comprehension of Principles         | Good    |
| 2. Alertness and Interest              | Good    |
| 3. Operational Appreciation of Subject | Good    |
| 4. Manual Dexterity                    | Good    |
| 5. Care in Work                        | Good    |
| 6. Aptitude                            | Good    |
| 7. Technician Potential                | Average |

NOTE: "Technician Potential" is an estimate of the technical ability the student might acquire after advanced instruction and practice—it is not an estimate of his current level of technique.

Ratings: Poor, Average, Good, Excellent

Edward Sivik  
Instructor

Please return five copies of this form to TSS/TRD for overt distribution.  
Please return three copies of this form to TSS/TRD for covert distribution.

OVERT DISTRIBUTION

- 1 - Senior Staff Training Officer
- 1 - Division Training Liaison Officer
- 1 - OTR Registrar
- 1 - Officer of Personnel
- 1 - TSS/TRD

COVERT DISTRIBUTION

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- 1 - Division Training Liaison Officer
- 1 - TSS/TRD

S-E-C-R-E-T



SECRET

TSS EVALUATION

NAME Thomas J. Egan DIVISION JOT  
SUBJECT Basic Secret Writing  
DATES TRAINED 26 - 30 August 1957

In this course an effort was made to acquaint the student with all aspects of the subject, stressing the memorial point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three basic techniques of secret writing - liquid writing, carbon-sheet writing and sand development.

The broad coverage given in this course allowed little time for systematic and comprehensive evaluation of the performance of each student. For this reason evaluations have been made only in terms of SATISFACTORY and UNSATISFACTORY.

The performance of Mr. Egan was SATISFACTORY.

INSTRUCTOR:  
J. V. WATSON

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Please return ~~two~~ copies of this form to TSS/ID for covert distribution.

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1 - Division Training Liaison Officer  
1 - CT/Registration  
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TSS/ID File

COVERT DISTRIBUTION:  
1 - Operations Officer  
1 - TSS/ID  
1 - Senior Staff

SECRET

# SECTION I: IDENTIFYING INFORMATION

6

## SECTION I: IDENTIFYING INFORMATION

NAME	SEX	DATES OF COURSE	GRADE
Koehn, Thomas J.	M	1 - 26 July 1957	13
DATE OF BIRTH	100 DATE	GRADE OR RANK	OFFICE
24 June 1930	May 1957	OS-7	OTS/JOTP
EDUCATION	EXPERIENCE	100 POSITION	

Junior Officer Trainee

## SECTION II: OBJECTIVES OF THE COURSE

To introduce students to the skills and techniques involved in the processing of intelligence materials.

To give the practice in the oral written presentation of intelligence.

## SECTION III: SUMMARY CHARACTERISTICS OF THE COURSE

The course is a four week (thirteen) course designed for Junior Officer Trainees but available to personnel who are or will be required in the processing of intelligence materials in the field. The course is designed to provide a series of integrated written exercises that require the use of actual intelligence documents. The course is also divided into the oral presentation of intelligence through a series of briefings before the class. A student is assigned a specific research problem throughout the course. The results are presented in the form of a written report. The results are presented in the form of a written report. The results are presented in the form of a written report.

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The student met this objective in a competent and adequate manner. The student demonstrated sufficient understanding of the information presented, or if skills are involved, he demonstrated sufficient competence to operate effectively in this area.

Although the student may have met some of the standards set for achieving achievement of this course goal or objective, he demonstrated serious lack of knowledge or sufficient lack of skill to be of doubtful competence.

Figure 4.10. Wind distribution. The colored numbers indicate the wind speed in m/s.

CONFIDENTIAL - SECURITY INFORMATION

between the two groups indicate how many officers had been sent rather to internal line duties than to the front. The object is to show the operational staff's best use of the strength of the personnel.

10-10-1964

2 7 13 12 19 6 17 12

74c

Mr. Keenan was a bit slow in adjusting to the requirements of the course, but during the last two weeks he showed definite progress in his grasp of the production problems. His oral presentations improved steadily, and his final briefing was excellent, both in substance and in presentation. Mr. Keenan is a very pleasant young man, interested and cooperative, and gives promise of being a sound intelligence officer.

**SECRET**

SECRET				COURSE NO.	
<b>TRAINING EVALUATION -- INTELLIGENCE ORIENTATION</b>					
<b>10</b>					
<b>SECTION I IDENTIFYING INFORMATION</b>					
NAME OF STUDENT <b>Leeman, Thomas J.</b>		SERIAL NO. <b>27 May - 21 June 1957</b>		DATE OF COURSE <b>27 May - 21 June 1957</b>	
DATE OF BIRTH <b>24 June 1930</b>		AGE <b>27</b>		GRADE OR RANK <b>02-7</b>	
PROJECTED ASSIGNMENT OR PRESENT POSITION <b>Junior Officer Trainee</b>					
<b>SECTION II CHARACTERISTICS OF THE COURSE</b>					
This course is presented primarily by lecture and reading; it also includes seminars and discussion periods. Each phase of the course is rated by a single multiple choice test.					
<b>SECTION III OBJECTIVES</b>					
The objectives of the Introduction to Intelligence phase are:					
<ol style="list-style-type: none"> <li>1. To develop understanding of the mission and organization of CIA and its role in the intelligence community and the national security effort.</li> <li>2. To develop understanding of the functions of CIA components with responsibilities for intelligence, support and other activities.</li> </ol>					
The objective of the Introduction to Communism phase is to provide a basic understanding of the Communist ideology and of the background, organization, activities and capabilities of the International Communist Movement and the U.S.P.					
<b>SECTION IV STUDENT ACHIEVEMENT RATINGS</b>					
The numbers placed in the columns below show how many students received each rating. An asterisk (*) shows the rating this student received.					
SUBJECT	HOURS	RATING			
		UNSATISFACTORY	SATISFACTORY	EXCELLENT	
INTRODUCTION TO INTELLIGENCE	80	0	37	28*	
INTRODUCTION TO COMMUNISM	80	1	23	34*	
<b>SECTION V COMMENTS</b>					
INDICATE ANY STRONG AND WEAK POINTS OF THE STUDENT, OR ANYTHING THAT MAY HAVE INFLUENCED HIS PERFORMANCE IN THE COURSE.					
FOR THE DIRECTOR OF TRAINING		SIGNATURE OF CHIEF INSTRUCTOR/INTELLIGENCE PHASE <i>A. W. Hughes</i>			
		SIGNATURE OF CHIEF INSTRUCTOR/COMMUNISM PHASE <i>Henry M. Schreiber</i>			



# PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) <u>KEENE</u> <u>THOMAS</u> <u>JR</u>	3. Office
4. Date of Birth <u>30 June 1930</u>	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	6. Employment Date: <u>30 May 1952</u>
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth	

## SEC. I. EDUCATION

### 1. Extent: (circle one)

- |  |  |                   |
|--|--|-------------------|
| 1. Less than high school                         | 4. Two years college, or less                | 8. Masters degree |
| 2. High school graduate                          | 5. Over two years, no degree                 | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | (6) Bachelor degree                          |                   |
|  | 7. Post-graduate study (minimum 8 sem. hrs.) |                   |

### 2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs.
			From	To	Day	Night	Title	Date	
Wash. of Wash. CRT	Hist	Geol	1948	50	2		TRANSFERRED		63
AT Middle Lee Univ	Hist		1950	53	3		BS	June 1955	29
1942-1944 Univ								191-2	142

### 3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

### 4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
Joint Office CWD/DAID	July 1953	Nov 1953	4	GENERAL LINE OFFICER'S TRAINING

**CODED**  
FOR  
**QUALIFICATIONS**  
DATE 22 APR 1957

## SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

## SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From <u>1971</u> To <u>1972</u> Tot. mo's <u>12</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>20 Civilian, 10 Military</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Senior Teacher</u> <u>U.S. Naval Radio Station, San Diego, CA</u> Description of Duties: <u>Supervisor, Control Center - C.D. UNCOMMINT</u> <u>Responsible for Administration and Operational Procedures of the Agency</u>
From <u>1968</u> To <u>1971</u> Tot. mo's <u>36</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>20 Civilian, 10 Military</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Asst. Officer in Charge of Communications Section</u> <u>U.S. Naval Radio Station, San Diego, CA</u> Description of Duties: <u>Responsible to OIC for all radio communications and personnel supervision of radio equipment &amp; personnel</u>
From <u>1964</u> To <u>1968</u> Tot. mo's <u>48</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3173</u> Number and Class of Employees Supervised: <u>11 Civilian, 102</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Communications Officer &amp; Communication with Officers</u> <u>U.S. Naval Radio Station, San Diego, CA</u> Description of Duties: <u>Responsible for operation of radio equipment &amp; personnel</u>
From <u>1961</u> To <u>1964</u> Tot. mo's <u>36</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>361</u> Number and Class of Employees Supervised: <u>10 Civilian</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Senior Teacher</u> <u>U.S. Naval Radio Station, San Diego, CA</u> Description of Duties: <u>Responsible for operation of radio equipment &amp; personnel</u>
From <u>1958</u> To <u>1961</u> Tot. mo's <u>36</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>361</u> Number and Class of Employees Supervised: <u>10 Civilian</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Senior Teacher</u> <u>U.S. Naval Radio Station, San Diego, CA</u> Description of Duties: <u>Responsible for operation of radio equipment &amp; personnel</u>

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

01	U.S. Secret Service	24	Air Force
02	Civil Police		
03	Military		

- may have been employed. Check any of the following organizations by
- |    |                              |    |                              |
|----|------------------------------|----|------------------------------|
| 01 | U.S. Secret Service          | 24 | Air Force A-2                |
| 02 | Civil Police                 | 25 | Foreign Economic Admin.      |
| 03 | Military Police              | 26 | Counter Intelligence Corps   |
| 04 | U.S. Border Patrol           | 27 | Immigration & Naturalization |
| 05 | U.S. Narcotics Squad         | 28 | Strategic Services Unit      |
| 06 | FBI                          | 29 | Foreign Service, State Dept. |
| 07 | Criminal Investigation Div.  | 30 | Central Intelligence Group   |
| 21 | Office of Naval Intelligence | 31 | Armed Forces Security Agency |
| 22 | Office of War Information    | 32 | Coordinator of Information   |
| 23 | Army G-2                     | 33 | Office of Facts & Figures    |
| 20 | Office of Strategic Services | 34 | Board of Economic Warfare    |
|    |                              | 35 | Federal Communications Comm. |
- III. FOREIGN LANGUAGES
- below the foreign languages in which you have
- de uncommon modern languages

**SEC. III. FOREIGN LANGUAGES**  
List below the foreign languages

**C. III. FOREIGN LANGUAGES**

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

COMPETENCE
------------

LANGUAGE	COMPETENCE							HOW ACQUIRED				
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge			Native of Country	Prolonged Residence	Contact	(Parents, etc.)	Academic Study
SPANISH												

\* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein

90 If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein

Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality.

#### SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study

#### 2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

#### SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1. 5	2.	20-30	1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

#### SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

#### SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.




OFFICE OF

**SEC. VIII. PUBLICATIONS**

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.


**SEC. IX. INVENTIONS**

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

**SEC. X. TESTS (Within present organization)**

Describe below the type of tests which you have taken.

Type of Test	Date Taken

**SEC. XI. PHYSICAL HANDICAPS**

List any physical handicaps you may have.

None

**SEC. XII. OVERSEAS ASSIGNMENT**

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour	(2) 4 year Tour	(3) Not interested
-----------------	-----------------	--------------------

**SEC. XIII. WORK ASSIGNMENT**

In view of your total experience and education, for what assignment do you think you are best qualified?


# SEC. XIV. MILITARY STATUS

## 1. Present Draft Status

Have you registered under the Selective Service Act of 1948? ☒ Yes ☐ No.  
If yes, indicate your present draft classification 4-F

## 2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status ☒ Yes ☐ No.  
If yes, complete the following.

1. ☐ National Guard
2. ☐ Air National Guard
3. ☐ Active Reserve Status (member of organized unit)
4. ☒ Inactive Reserve Status

Service U.S. ARMY RESERVE Grade LTJG Serial Number 574838

Reserve Unit with which currently affiliated ADMIN ONLY - CONNING

Service Mobilization Assignment, if any                     

Location of Service Records, if known U.S. ARMY RESERVE OFFICE, DANIA, FLA.  
2) H.Q. COMMAND - 9th ARMY DISTRICT, ST. ANTONIO, TX.

# SEC. XV. TRAINING

List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates (to)	Hours

# SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.


DATE 24 May 1952

SIGNATURE Thomas J. Conning

## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointees.

.....CENTRAL INTELLIGENCE AGENCY  
(Department or Agency)

(Bureau or Division)

Washington, D.C.  
(Place of employment)

I, THOMAS J. KEENAN, do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

20 May 1957  
(Date of retirement on duty)

Thomas J. Keenan  
(Signature of appointee)

Subscribed and sworn before me this 20th day of May A. D. 1957.

at Washington, D.C.  
(City)

(State)

[SEAL]

Walter S. [unclear]  
(Signature of officer)  
(Title)

**NOTE.**—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (street and number, city and State)

5006 COLUMBIA P.KE, APT 3, ARLINGTON, VIRGINIA

2 (A) DATE OF BIRTH

29 June 1930

(12) PLACE OF BIRTH (city and State or city and foreign country)

2. (A) IN CASE OF EMERGENCY, PLEASE NOTIFY

MRS. MARGARET KOENAN

1. **COPIES**

(C) STREET AND NUMBER, CITY AND STATE

(CO) TELEPHONE NO.

5006 Columbia Pike, TA 5-0228

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVES OF YOURS (LITHEAL BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED TOGETHER THE PAST 12 MONTHS? ☐ YES ☒ NO

11 If so, for each such relative fill in the blank below. If additional space is necessary, complete under item 12.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	WAR REG. (CHECK ONE)	SEL. CLASS.
		1. ....			
		2. ....			
		1. ....			
		2. ....			
		1. ....			
		2. ....			
		1. ....			
		2. ....			

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

**YES NO**

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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2. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR (B) AS A NATIVE OF AMERICAN SAMOA DO YOU OWE ALLEGIANCE TO THE UNITED STATES OF AMERICA?

8. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY:

***If your answer is "Yes," give details in Item 12.***

2. DO YOU RECEIVE OR HAVE YOU APPLIED FOR AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE?

**If your answer is "Yes," give details in item 12.**

8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AGENCIES FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, OR LOCAL ORDINANCE? DO NOT INCLUDE TRAFFIC VIOLATIONS FOR WHICH A FINE OF \$25 OR LESS WAS IMPOSED. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY WERE DISMISSED.

If your answer to "Yes" give in item 12 for each case:  
(1) approximate date, (2) charge, (3) place, (4) action taken.

3. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN BARRED BY THE U.S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS?

If your answer is "Yes," give dates of and reasons for each job change in item 12.

(b. 7A) HAVE YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE

UNDER THE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT?

(b) IF YOU HAVE FILED SUCH A WAIVER, HAS IT BEEN CANCELED OR REVOKED?

[illegible]

11. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT,  
A. HAVE YOU BEEN DISCHARGED FROM ANY COURT?

(1) YOUR CONDUCT WAS NOT SATISFACTORY?

(7) YOUR WORK WAS NOT SATISFACTORY:

B. HAVE YOU RESIGNED AFTER OFFICIAL NOTIFICATION THAT:

(7) YOUR CONDUCT WAS NOT SATISFACTORY.

(2) YOUR WORK WAS NOT SATISFACTORY

5 HAVE YOU BEEN DISCHARGED FROM THE SERVICE?

C. HARR HAS BEEN DISCHARGED FROM THE ARMED SERVICES UNDER  
BETTER THAN HONORABLE CONDITIONS

If your answer to A, B, or C is "Yes," give details in Item 12 below.

item is as clearly as you can remember, including the name and address of employer, approximate date, and

reasons in each case.

12. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item numbers in which answers apply.)

[illegible]

**INSTRUCTIONS TO APPOINTING OFFICER.**—You must determine that this appointment would be in conformity with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointments. This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and for other pertinent papers and (2) his physical appearance against the medical certificate.

STANDARD FORM 144  
REVISED SEPTEMBER 1964  
U.S. CIVIL SERVICE COMMISSION  
FFM CHAPTERS 41, 42, AND 43

# STATEMENT OF PRIOR FEDERAL, MILITARY AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS

**IMPORTANT:** The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

## PART I—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial)

KEENE, THOMAS J

2. DATE OF BIRTH

29 June 1930

PART II—THIS COLUMN IS  
FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. A. CSC STATUS: ☐ YES ☐ NO

B. TYPE OF PRESENT  
APPOINTMENT

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD  
PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

NAME AND LOCATION OF AGENCY

FROM—

TO—

TYPE OF  
APPOINTMENT  
IF KNOWN

11. SERVICE

YEAR

MONTH

DAY

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
SCD June 19, 1954 JH 10/24/54							

56 10 32

53 7 12

3 3 20 21

DD-214 Active

3 04 01

4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE  
MILITARY SERVICE, WRITE "NONE"

BRANCH

FROM—

TO—

DISCHARGE  
(Hon. or dishon.)

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon.)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U.S. ARMY	1953	July	12	1956	NOV	11	NOV.

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE  
WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☒ NO  
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION:

TYPE IF KNOWN  
(LWOP, Fuel, Susp, AWOL, New Mar)

FROM—

TO—

TOTAL

TYPE IF KNOWN (LWOP, Fuel, Susp, AWOL, New Mar)	FROM—			TO—			TOTAL
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	

12. TOTAL SERVICE  
3 3 21

13. NONCREDITABLE SERVICE  
(Leave purposes only)

14. NONCREDITABLE SERVICE  
(RIF purposes only)

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?

☐ YES ☒ NO

(If answer is "Yes," in what agency were you employed at the time status was acquired?)

15. REEMPLOYMENT RIGHTS  
☐ YES ☒ NO

16. RETENTION RIGHTS  
☐ YES ☒ NO

17. EXPIRATION DATE OF RETEN-  
TION RIGHTS

7. ARE YOU:

A. THE WIFE OF A DISABLED VETERAN? ☐ YES ☒ NO

B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? ☐ YES ☒ NO

C. THE UNREMARKED WIDOW OF A VETERAN? ☐ YES ☒ NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

20 May 1957

(DATE)

Thomas J. Keene  
(SIGNATURE)

Subscribed and sworn to before me on this 20th day of May 1957 at Washington, D.C.

(MONTH)

(CITY)

(STATE)

S E A L

Michael J. [Signature]

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

INSTRUCTIONS: Fill this form on the personnel side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)

16-51420-8



Part III.—DETERMINATION OF COMPETITIVE STATUS. (Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter 53.) Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 13)	CREDITABLE SERVICE (Leave Purpose)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purpose)	SERVICE COM- PUTATION DATE (Leave Purpose)
Years				05/15/50	3	29/1/53
Months						
Days						

PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. (Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 14)	CREDITABLE SERVICE (RIF Purpose)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purpose)	SERVICE COM- PUTATION DATE* (RIF Purpose)
Years						
Months						
Days						

\* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7

REMARKS:

SECRET

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT: Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.
2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.
3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to use the Security Officer responsible for your activity.

*G. M. Stewart*

G. M. STEWART  
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 MAY 1957  
Date

*Thomas J. Keenan*  
Signature of Employee

SECRET

C-O-N-F-I-D-E-N-T-I-A-L

Testing Secrecy Agreement

I shall be participating in a testing program administered by the National Security Agency (NSA). I understand that other government agencies, including the Central Intelligence Agency (CIA), are associated with the NSA testing program and that this information is not for public use. Therefore, I agree to the following conditions with regard to this testing:

1. I will not divulge or reveal under any circumstances whatsoever any information with respect to testing procedures of CIA. Such information will include, but will not be limited to, the types and contents of tests and questionnaires, and information disclosed by examiners.
2. I will not reveal the fact that CIA is associated with the NSA testing program. I will not mention the name of the Central Intelligence Agency or any part of its program to the examiner or to any other person, including those participating in the testing. (The examiner is not a CIA official.)
3. If I am asked by a CIA official whether I have been tested, I will indicate only the date and purpose of the testing.
4. If inquiry is made by anyone other than a CIA official, I will give no information whatsoever about testing procedures. I will not even mention the fact that I signed this agreement.
5. If I am asked what government agencies I am being tested for, I will reveal only that I took the NSA tests.
6. This agreement is perpetually binding whether or not I am employed by CIA.

  
Signature of Agreement

26 Jan 1957  
Date

C-O-N-F-I-D-E-N-T-I-A-L



## SECURITY AGREEMENT

13 Jan 1956  
Date

1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.
2. I agree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.
3. I agree not to inform anyone that I am being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.
4. I agree not to disclose processing procedures I have observed in the Central Intelligence Agency.
5. I agree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

Thomas J. Keenan  
Signature

J. H. Egan  
Witness

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST	
2. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>		21 June 1976	
3. OFFICE, DIVISION, BRANCH <b>DDO/LA/NRCAM</b>		3. POSITION TITLE <b>Ops Officer</b>	4. GRADE <b>GS-15</b>
5. PURPOSE OF EVALUATION		6. EMPLOYEE'S EXT. <b>7375</b>	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> HQS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT: ETD STATION TDY OR PCS TYPE OF COVER NO. OF DEPENDENTS TO ACCOMPANY NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED <input type="checkbox"/> RETURN FROM OVERSEAS: ETA STATION NO. OF DEP.'S	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE <i>Kathy Hill</i> <b>Kathy Hill, LA/Tro</b>	
		ROOM NO. & BUILDING <b>303113 Hq</b>	
		EXT. <b>5270</b>	
10. COMMENTS			
11. REPORT OF EVALUATION			
Qualified for TDY Standby until 1 July 1978.			
DATE <b>6 August 1976</b>		SIGNATURE FOR CHIEF OF MEDICAL STAFF <b>Harry C. Gordon, OMS/Registrar</b>	

FORM 259 USE PREVIOUS EDITIONS

SECRET

GPO: 1975-0-270-112 1-69

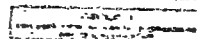


SECRET

1. NAME (Last, First, Middle) <b>Aceman, Thomas J.</b>		2. DATE OF BIRTH <b>29 June 1930</b>		3. GRADE <b>GS 14</b>	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover, if internal assignment) <b>WH/ Lima</b>		5. PRESENT POSITION		6. EMPLOYEE EXTENSION <b>6815</b>	
7. PROPOSED STATION <b>WH/ Kingston, Jamaica</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS 086 GS 14</b>			
9. TYPE OF COVER AT NEW STATION <b>State- Integrec</b> <i>295-26-3991</i>		10. ESTIMATED DATE OF DEPARTURE <b>1 Sept 1973</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven</b>	
12. COMMENTS					
13. DATE OF REQUEST <b>28 July 1973</b>		14. SIGNATURE OF REQUESTING OFFICIAL <i>J. Torres</i>		15. ROOM NUMBER AND BUILDING <b>3D6317</b>	
16. EXTENSION <b>6815</b>					
17. OFFICE OF MEDICAL SERVICES DISPOSITION  <b>Qualified overseas PCS.</b> <b>23 October 1973 William T. Golder, OMS/pro</b>					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
REQUEST FOR PCS OVERSEAS EVALUATION					

FORM 2594 USE PREVIOUS EDITIONS

SECRET




121

**SECRET**

1. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 30</b>		3. GRADE <b>GS-14</b>	
4. OFFICE, DIVISION, BRANCH (if overseas station and existing cover if lateral assignment) <b>DDP/WH/Dagata State</b>		5. PRESENT POSITION <b>Ops Officer</b>		6. EMPLOYEE EXTENSION <b>7431</b>	
7. PROPOSED STATION <b>Lima, Peru</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Off DCOS/0138/02-14</b>			
9. TYPE OF COVER AT NEW STATION <b>State</b>		10. ESTIMATED DATE OF DEPARTURE <b>Oct 71</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>seven (7)</b>	
12. COMMENTS  <b>Vice: Charles Dickens</b>  <b>Physical will be taken in the field and results forwarded to Hqs.</b>  <b>Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirement of the Station.</b>					
13. DATE OF REQUEST <b>19 Mar 71</b>		14. SIGNATURE OF REQUESTING OFFICIAL <b>Joan Wright</b>		15. ROOM NUMBER AND BUILDING <b>3D 5309 Hqs</b>	
16. EXTENSION <b>7431</b>					
17. OFFICE OF MEDICAL SERVICES DISPOSITION <b>Qualified Overseas PCS</b>  <b>12 May 1971</b>					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
REQUEST FOR PCS OVERSEAS EVALUATION					

**SECRET**  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas J.</b>		<b>8 May 1969</b>
3. POSITION/TITLE <b>Ops Officer</b>		4. GRADE <b>GS-13</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/VH/3/Bogota</b>		6. EMPLOYER'S EXT. <b>6816</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input type="checkbox"/> TDY STANDBY  <input type="checkbox"/> SPECIAL TRAINING  <input type="checkbox"/> ANNUAL  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> HQS/TDY <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT  <div style="border: 1px solid black; padding: 5px; margin: 5px;">           ETO             STATION  <b>Bogota</b>            TDY OR PCS  <b>PCS</b>            TYPE OF COVER  <b>State</b>            NO. OF DEPENDENTS TO ACCOMPANY              NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED    <input checked="" type="checkbox"/> RETURN FROM OVERSEAS  <div style="border: 1px solid black; padding: 5px; margin: 5px;">             STA  <b>9 June 1969</b>              STATION  <b>Bogota</b>              NO. OF DEPS    </div> </div>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input checked="" type="checkbox"/> YES  <input type="checkbox"/> NO		9. REQUESTING OFFICER  SIGNATURE  <b>P. MacDougall</b> ROOM NO. & BUILDING <b>306302 Hqs.</b> EXT. <b>6816</b>
10. COMMENTS <p>Mr. Keenan will be in Washington TDY during the week of 9 June. He is then scheduled for home leave and return to Bogota for another two year tour. It is requested that arrangements be made for a physical examination at Hqs. during the week of 9 June 1969. His family will have their physicals in Bogota.</p>		
11. REPORT OF EVALUATION  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             DATE           </div> <div style="width: 50%;">             SIGNATURE FOR CHIEF OF MEDICAL STAFF           </div> </div>		

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST																					
2. NAME (Last, First, Middle) <b>Keenan, Thomas John (Dependents of)</b>		<b>13 February 67</b>																					
3. POSITION TITLE <b>Ops Officer</b>	4. GRADE <b>GS-12</b>																						
5. OFFICE, DIVISION, BRANCH <b>DDP/VH/CA</b>	6. EMPLOYEE'S EXT. <b>6818</b>																						
7. PURPOSE OF EVALUATION																							
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT																							
<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT <table border="1"> <tr> <td>RTU</td> <td><b>May 1967</b></td> </tr> <tr> <td>STATION</td> <td><b>Bogota, Colombia</b></td> </tr> <tr> <td>TDY OR PCS</td> <td><b>PCS</b></td> </tr> <tr> <td>TYPE OF COVER</td> <td><b>State</b></td> </tr> <tr> <td>NO. OF DEPENDENTS TO ACCOMPANY</td> <td><b>Seven (7)</b></td> </tr> <tr> <td>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (If any) CHECKED</td> <td><b>Seven (7)</b></td> </tr> </table> <input type="checkbox"/> RETURN FROM OVERSEAS <table border="1"> <tr> <td>RTA</td> <td></td> </tr> <tr> <td>STATION</td> <td></td> </tr> <tr> <td>NO. OF DEPS</td> <td></td> </tr> </table>			RTU	<b>May 1967</b>	STATION	<b>Bogota, Colombia</b>	TDY OR PCS	<b>PCS</b>	TYPE OF COVER	<b>State</b>	NO. OF DEPENDENTS TO ACCOMPANY	<b>Seven (7)</b>	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (If any) CHECKED	<b>Seven (7)</b>	RTA		STATION		NO. OF DEPS				
RTU	<b>May 1967</b>																						
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TYPE OF COVER	<b>State</b>																						
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RTA																							
STATION																							
NO. OF DEPS																							
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER																					
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE <b>Kenneth L. Wambold</b> ROOM NO. & BUILDING <b>3 D 3309</b> EXT. <b>6315</b>																					
10. COMMENTS:																							
<p>Forms 39 are attached. Please schedule during April 1967.</p> <table> <tr> <td>Margaret Jane</td> <td>Wife</td> <td></td> </tr> <tr> <td>Mary Margaret</td> <td>Dau</td> <td>6 Oct 37</td> </tr> <tr> <td>Kathleen Ann</td> <td>Dau</td> <td>16 Sep 53</td> </tr> <tr> <td>Thomas John, Jr.</td> <td>Son</td> <td>19 May 60</td> </tr> <tr> <td>Sheila Elizabeth</td> <td>Dau</td> <td>19 Aug 61</td> </tr> <tr> <td>Patricia Jean</td> <td>Dau</td> <td>11 Sep 62</td> </tr> <tr> <td>Carol Jane</td> <td>Dau</td> <td>7 May 63</td> </tr> </table>			Margaret Jane	Wife		Mary Margaret	Dau	6 Oct 37	Kathleen Ann	Dau	16 Sep 53	Thomas John, Jr.	Son	19 May 60	Sheila Elizabeth	Dau	19 Aug 61	Patricia Jean	Dau	11 Sep 62	Carol Jane	Dau	7 May 63
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Patricia Jean	Dau	11 Sep 62																					
Carol Jane	Dau	7 May 63																					
11. REPORT OF EVALUATION																							
DATE _____ PROPOSED BY _____ SIGNED FOR CHIEF OF MEDICAL STAFF _____																							

FORM 359

SECRET

1581

**SECRET**

1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH <b>29 June 1930</b>	3. GRADE <b>GS-12</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>DDP/AIL/CA</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>6615</b>
7. PROPOSED STATION <b>Bogota, Colombia</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Officer/0327/GS-13</b>	
9. TYPE OF COVER AT NEW STATION <b>State</b>		10. ESTIMATED DATE OF DEPARTURE <b>May 1967</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>
12. COMMENTS <b>Form 89 is attached.</b>			
13. DATE OF REQUEST <b>13 February 67</b>	14. SIGNATURE OF REQUESTING OFFICIAL <b>Kenneth L. Vanbold</b>	15. ROOM NUMBER AND BUILDING <b>3 D 5303</b>	16. EXTENSION <b>6815</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
REQUEST FOR PCS OVERSEAS EVALUATION			

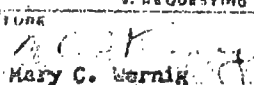


SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		DATE OF REQUEST
1. NAME (Last, First, Middle) <b>KEENAN, Thomas</b>		2. GRADE <b>GS-12</b>
3. OFFICE, DIVISION, BRANCH <b>DDP/WH</b>		4. EMPLOYEE'S EXT.
5. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input checked="" type="checkbox"/> TDY STANDBY <b>Latin America</b>  <input type="checkbox"/> SPECIAL TRAINING  <input type="checkbox"/> ANNUAL  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> HUGS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT  <div style="border: 1px solid black; padding: 5px; margin: 5px;">         KID          STATION          TDY OR PCS  <b>TDY</b>          TYPE OF COVER  <b>State</b>          NO. OF DEPENDENTS TO ACCOMPANY          NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (IF BY) ATTACHED       </div> <input type="checkbox"/> RETURN FROM OVERSEAS  <div style="border: 1px solid black; padding: 5px; margin: 5px;">         LTA          STATION          NO. OF DEP.'S       </div>	
6. OVERSEAS PLANNING EVALUATION (One block must be checked)		7. REQUESTING OFFICER
<input type="checkbox"/> YES  <input type="checkbox"/> NO		SIGNATURE <i>H.C. Yornig</i> <b>H.C. Yornig</b> ROOM NO. & BUILDING <b>105113</b> EXT. <b>6215</b>
8. COMMENTS		
9. REPORT OF EVALUATION		
QUALIFIED FOR TDY STANDBY UNTIL <b>Nov 64</b> AUTHORIZED SIGNATURE OF MEDICAL STAFF <b>REX HARRIS</b>		

**SECRET**  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas J.</b>		6 April 66
3. OFFICE, DIVISION, BRANCH <b>DDP/JH/PO</b>		4. GRADE <b>OE-12</b>
		5. EMPLOYEE'S EXT. <b>7811</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input checked="" type="checkbox"/> TDY STANDBY <b>Latin America</b>  <input type="checkbox"/> SPECIAL TRAINING  <input type="checkbox"/> ANNUAL  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT	<input checked="" type="checkbox"/> HQ/STBY <input type="checkbox"/> OVERSEAS ASSIGNMENT  <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">         ETO          STATION          TDY OR PCS  <b>TDY</b>          TYPE OF COVER  <b>Lt. State</b>          NO. OF DEPENDENTS TO ACCOMPANY          NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED       </div> <input type="checkbox"/> RETURN FROM OVERSEAS  <div style="border: 1px solid black; padding: 5px;">         ETO          STATION          NO. OF DEP.'S       </div>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE  <b>Mary C. Bernig</b> ROOM NO. & BUILDING <b>H-56</b> EXT. <b>6815</b>
10. COMMENTS		
11. REPORT OF EVALUATION <div style="text-align: center; margin-top: 20px;"> <b>QUALIFIED FOR TDY STANDBY</b>  <b>UNTIL</b> <b>June 67</b>  <b>PETER ZROMK</b>  <small>SIGNATURE FOR CHIEF OF MEDICAL CENTER</small> </div>		

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEELEN, THOMAS J.</b>		<b>30 NOVEMBER 1964</b>
3. POSITION TITLE <b>OPS OFFICER</b>		4. GRADE <b>GS-12</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/MW/3</b>		6. EMPLOYEE'S EXT.
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> MEDICAL TOY	
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	
<input type="checkbox"/> TOY STANDBY	ETO	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TOY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	TYPE OF COVER	
<input type="checkbox"/> FITNESS FOR DUTY	NO. OF DEPENDENTS TO ACCOMPANY	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED	
<input checked="" type="checkbox"/> RETURN FROM OVERSEAS		ETA
		STATION
		<b>MEXICO CITY, MEXICO</b>
		NO. OF DEPENDENTS
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input type="checkbox"/> YES	SIGNATURE	
<input type="checkbox"/> NO	ROOM NO. & BUILDING	
		EXT.
10. COMMENTS		
18 AND 21 DEC. 0900 1245		
CITY VISIT FOR CURRENT DUTIES		
11. REPORT OF EVALUATION		
12-20-64		
DATE		SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 259 USE PREVIOUS EDITIONS.

SECRET

(49)

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas John</b>		3. POSITION TITLE <b>Ops Officer</b>
4. OFFICE, DIVISION, BRANCH <b>DDP/WIV/ISO</b>		5. EMPLOYEE'S EXT. <b>6576</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY	MDQS/TDY
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	Please re-evaluate
<input checked="" type="checkbox"/> TDY STANDBY	ETD	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TDY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	TDY	
<input type="checkbox"/> FITNESS FOR DUTY	TYPE OF COVER	
<input type="checkbox"/> MEDICAL RETIREMENT	Light State	
		NO. OF DEPENDENTS TO ACCOMPANY
		NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED
		<input type="checkbox"/> RETURN FROM OVERSEAS
		ETA
		STATION
		NO. OF DEP.'S
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES		SIGNATURE
<input type="checkbox"/> NO		<b>Mary C. Wornig</b>
		ROOM NO. & BUILDING
		EXT. <b>6576</b>
10. COMMENTS		
11. REPORT OF EVALUATION		
DATE		
QUALIFIED FOR TDY STAND BY UNTIL		
JOE W. CLINE		
SIGNATURE SUPERVISOR OF MEDICAL STAFF		

SECRET  
(WHEN FILLED IN)

# REQUEST FOR MEDICAL EVALUATION

1. NAME (LAST)		(FIRST)	(MIDDLE)	2. DATE OF REQUEST	
KEEHAN		Thomas	J.	15 September 1959	
3. POSITION TITLE		4. OFFICE, DIVISION AND BRANCH		5. GRADE	
Ops Officer		DDP/WI/III		08-9	
6. REQUESTING OFFICER		7. BUILDING AND ROOM NO.		8. EXTENSION	
J. Washburn, WH/Pers		1401 Barton		0242	
9. TYPE OF EVALUATION					
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> OVERSEAS <div style="border: 1px solid black; padding: 5px; margin: 5px;">           ETD <u>e/a 15 February 1959</u>            STATION <u>Mexico City, Mexico</u>            TOY-PCS <u>PCS</u> </div> <input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TOY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT					
10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 18-200					
<input type="checkbox"/> YES <input type="checkbox"/> NO  <p style="text-align: center;">Subject will be a State Integratee.</p> <p style="text-align: center;"><i>[Signature]</i></p>					
9A. REPORT OF MEDICAL EVALUATION			10A. REPORT OF OVERSEAS PLANNING EVALUATION		
<input checked="" type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED			<input type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED		
11. COMMENTS					
<p style="text-align: center;">Dependents to accompany</p> <p style="text-align: center;">Wife - Margaret J.            Daughter - Mary H.            Daughter - Kathleen A.</p> <p style="text-align: center;">Subject's and dependent 39's attached.</p>					
DATE OF EVALUATION			SIGNATURE FOR CHIEF, MEDICAL STAFF		
<p style="text-align: center;">4 - 7 - 59</p>			<p style="text-align: center;">[Signature]</p>		



SECRET  
(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	2. NAME (First)	3. NAME (Middle)	4. DATE
KEFNAN	THOMAS	JOHN	21 Jan 1958
5. TO POSITION	6. OFFICE, DIVISION, BRANCH	7. GRADE	
JOT	JOTP/TR	OS-7	
8. TYPE OF POSITION	9. EVALUATE FOR		
<input type="checkbox"/> Departmental	<input type="checkbox"/> EGO		
<input type="checkbox"/> U.S. Field	<input type="checkbox"/> Overseas		
<input type="checkbox"/> Overseas	<input type="checkbox"/> Returned		
	Re-evaluation		
	<input type="checkbox"/> Pre-employment		
	<input type="checkbox"/> Annual		
	<input type="checkbox"/> Special (Specify)		
	Training at ISOLATION		
	beginning 3 March 1958		
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General)			
<input type="checkbox"/> Qualified for Departmental Duty Only			
<input type="checkbox"/> Qualified for Full Duty (Special)			
<input type="checkbox"/> Disqualified			
Remarks:			
Send reports to JOTP/TR, 2518 O. Eye			
Make appointments with JOTP/TR, Extension 3514			
QUALIFIED FOR PROPOSED TRAINING			
JAN 23 1958			
<i>Marion J. [Signature]</i>			
MEDICAL OFFICE			

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(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	2. NAME (First)	3. NAME (Middle)	4. DATE
KEFNAN	THOMAS	JOHN	9 October 1957
5. TO POSITION	6. OFFICE, DIVISION, BRANCH	7. GRADE	
Junior Officer Trainee	JOTP/TR	OS-7	
8. TYPE OF POSITION	9. EVALUATE FOR		
<input checked="" type="checkbox"/> Departmental	<input type="checkbox"/> EGO		
<input type="checkbox"/> U.S. Field	<input type="checkbox"/> Overseas		
<input type="checkbox"/> Overseas	<input type="checkbox"/> Returned		
	<input type="checkbox"/> Pre-employment		
	<input type="checkbox"/> Annual		
	<input type="checkbox"/> Special (Specify)		
	Training - Cps Fan Course #11		
	beginning 4 November 1957		
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General)			
<input type="checkbox"/> Qualified for Departmental Duty Only			
<input type="checkbox"/> Qualified for Full Duty (Special)			
<input type="checkbox"/> Disqualified			
Remarks:			
Send reports to JOTP/TR, 2518 Quarters Eye			
Make appointments with JOTP/TR, Extension 3514			
QUALIFIED FOR PROPOSED TRAINING			
OCT 11 1957			
<i>[Signature]</i>			
MEDICAL OFFICE			

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MEDICAL ACTION REQUEST AND REPORT			
I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	First	Middle	2. DATE
KEERAN	Thomas	John	SEP 13 1957
3. TO POSITION	4. OFFICE, DIVISION, BRANCH	5. ORIGIN	
JOT	OTR/JOTP	OSR 7	
6. TYPE OF POSITION	7. EVALUATE FOR		
<input checked="" type="checkbox"/> Departmental	<input type="checkbox"/> EOD		
<input type="checkbox"/> U.S. Field	<input type="checkbox"/> Overseas		
<input type="checkbox"/> Overseas	<input type="checkbox"/> Returned		
			<input type="checkbox"/> Pre-Employment
			<input type="checkbox"/> Annual
			<input checked="" type="checkbox"/> Special (Specify)
Re-evaluated for ISO Trng - 9/30/57 - OC			
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General)		<input type="checkbox"/> Qualified for Full Duty (Special)	
<input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Disqualified	
Remarks:			
<p>Send reports to JOTP/TR, 2413 Alcott.</p> <p>Make appointments with JOTP/TR, X3514.</p> <p>QUALIFIED FOR PROPOSED TRAINING</p> <p>SEP 13 1957</p> <p><i>Martin J. Hyman</i></p> <p>MEDICAL OFFICE</p>			

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Records & Services Division/OP  
ATTN : Mrs. Anna Phillips  
FROM : Director of Training

DATE: 2 APR 1957

SUBJECT: KEENAN, Thomas John - Confirmation of Request for Action at GS-7

The Medical Office has granted Thomas J. Keenan Full Duty/  
General status. Please confirm the request dated 8 February 1957  
to initiate action on Mr. Keenan.

*MBaird*  
MATTHEW BAIRD

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# MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)	2. DATE
KEENAN	14 March 1957
3. TO POSITION	4. OFFICE, DIVISION, BRANCH
JOT	CTR/JOTP
5. TYPE OF POSITION	6. EVALUATE FOR
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)

## II. REPORT OF MEDICAL EVALUATION

<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only	<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
---	---

Remarks:

**FULL DUTY/GENERAL** ~~GENERAL~~

Please send copy to JOTP, 2413 Alcott.

SECRET

*Vincent J. Ford*  
MEDICAL OFFICE

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(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)	2. DATE
KEENAN	14 March 1957
3. TO POSITION	4. OFFICE, DIVISION, BRANCH
JOT	CTR/JOTP
5. TYPE OF POSITION	6. EVALUATE FOR
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)

## II. REPORT OF MEDICAL EVALUATION

<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only	<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
---	---

Remarks:

**FULL DUTY/GENERAL** ~~GENERAL~~

Please send copy to JOTP, 2413 Alcott.

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*Vincent J. Ford*  
MEDICAL OFFICE

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SECURITY INFORMATION  
SECURITY APPROVAL

Date: 19 April 1957

TO: Chief, Records & Services Division  
Personnel Office  
FROM: Chief, Security Division  
Personnel  
SUBJECT: KECHAN, Thomas John

Your Reference: C-7673 OTR

Case Number: 131718

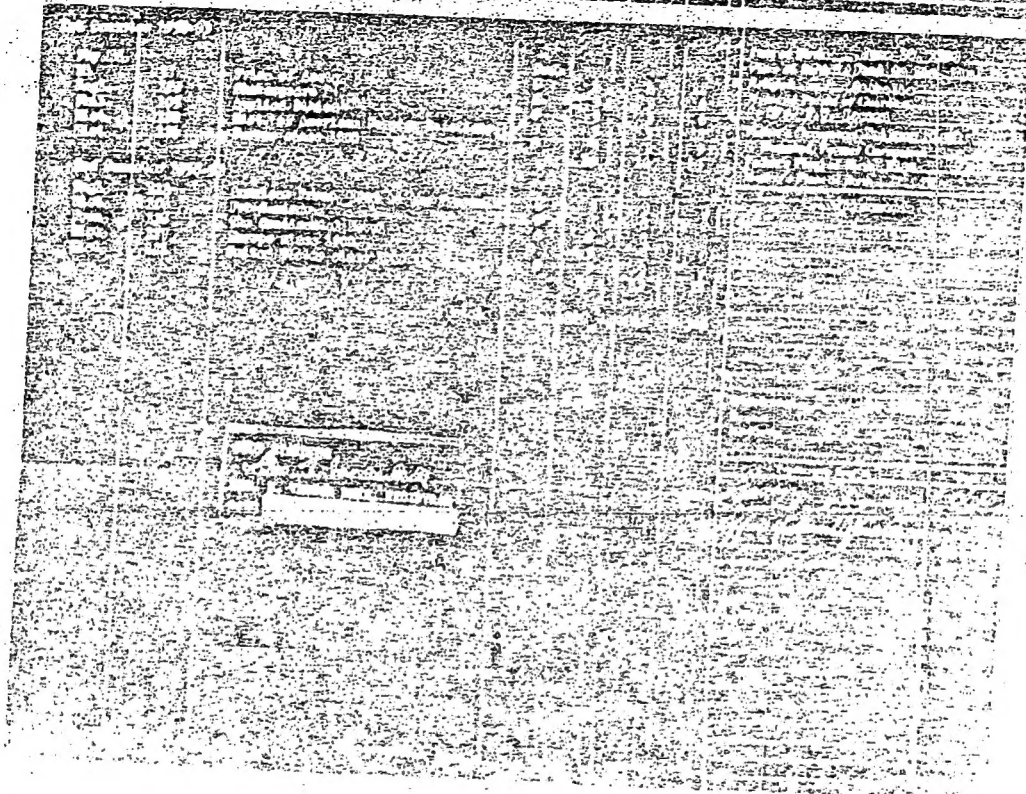
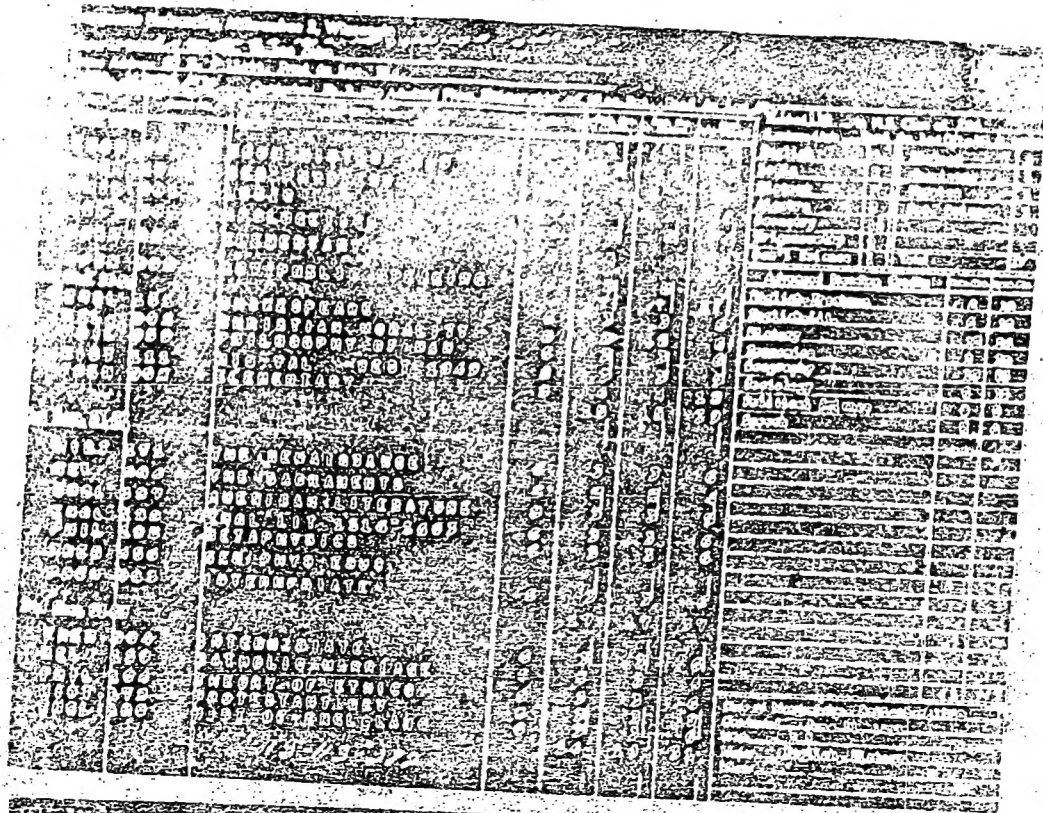
1. This is to advise you of security action in the subject case as indicated below:
  - ☒ Security approval is granted the subject person for access to classified information.
  - ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
  - ☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of EOD procedures.

W. M. Knott  
W. M. Knott

From  
as 4x157  
ap

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**100**

**SECTION 1 - GENERAL PERSONAL AND PHYSICAL DATA**

1. NAME (Last, First, Middle Initial)  
 2. DATE OF BIRTH (Month, Day, Year)  
 3. PLACE OF BIRTH (City, State, Country)  
 4. CURRENT ADDRESS (Street, City, State, Zip)  
 5. SOCIAL SECURITY NUMBER  
 6. MARITAL STATUS (Single, Married, Divorced, Widowed)  
 7. OCCUPATION  
 8. EDUCATION (High School, College, University)  
 9. RELIGION  
 10. RACE  
 11. SEX  
 12. HEIGHT (Feet, Inches)  
 13. WEIGHT (Pounds)  
 14. HAIR COLOR  
 15. EYE COLOR  
 16. SKIN COLOR  
 17. BLOOD TYPE  
 18. OTHER IDENTIFYING DATA (Scars, Tattoos, etc.)

**SECTION 2 - EDUCATION AND EMPLOYMENT DATA**

19. EDUCATION (List all schools attended, degrees earned)  
 20. EMPLOYMENT (List all employers, dates of employment, positions held)

**SECTION 3 - CRIMINAL RECORD DATA**

21. CRIMINAL RECORD (List all arrests, convictions, dates, locations)

**SECTION 4 - ADDITIONAL INFORMATION**

22. OTHER INFORMATION (References, character references, etc.)



**THOMAS L. BERMAN**  
**MAY 57**